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Tri-Board Transportation Study



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON



THE WENTWORTH COUNTY
BOARD OF EDUCATION



THE HAMILTON-WENTWORTH
SEPARATE SCHOOL BOARD

March, 1996

MISSION STATEMENTS



THE HAMILTON BOARD OF EDUCATION

The Hamilton Board of Education's purpose is to educate children and adults to enable them to enjoy life as creative, contributing, responsible members of society.



THE HAMILTON-WENTWORTH ROMAN CATHOLIC SEPARATE SCHOOL BOARD

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.

The Catholic Community of Hamilton-Wentworth believes the learner will realize this fullness of humanity

- if the learning process
 - begins at home and is part of family life
 - is nurtured within the Parish
 - is anchored in the Catholic Faith
 - takes place within the context of worship, sacraments, and the life of the Church
 - is enhanced by the school community
 - is embraced by the learner as a personal responsibility for life
- if learning takes place in an appropriate and challenging environment
 - in which members of the school community exemplify the teachings of Jesus Christ
 - which reflects Gospel values and responsible use of human, financial and natural resources
 - which promotes academic excellence and clear indicators of achievement.

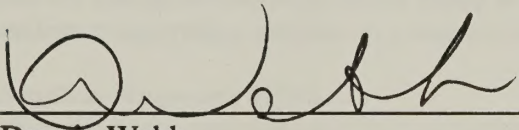


THE WENTWORTH COUNTY BOARD OF EDUCATION

Mission: Helping all our students become informed, productive, responsible citizens by building foundations for lifelong learning.

Tri-Board Joint Transportation Study

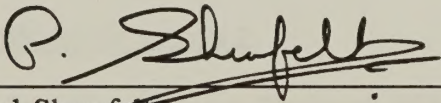
Report Prepared By:



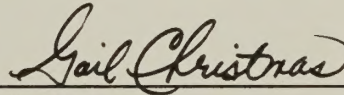
Dennis Webb,
Superintendent of Business and Finance
Wentworth County Board of Education



Arlene Young,
Manager of Transportation and Planning
Wentworth County Board of Education

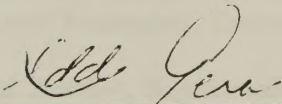


Paul Shewfelt,
Superintendent of Financial Services
and Treasurer
Hamilton Board of Education



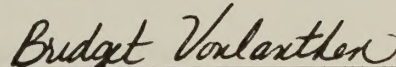
Gail Christmas,
Supervisor of Transportation

Hamilton Board of Education



Edd Gera,
Manager of Planning, Statistics
and Transportation

Hamilton-Wentworth RCSS Board



Bridget Vonlanthen,
Supervisor of Transportation

Hamilton-Wentworth RCSS Board

March 8, 1996

Tri-Board Joint Transportation Study

PURPOSE OF THE STUDY

The Directors of Education and Chairmen of the boards met to discuss potential co-operative ventures to improve efficiency and reduce cost for all rate payers. Transportation services were identified for review because they held the potential for additional cost savings. As such the following resolutions were approved by each board to provide the scope of the study.

Hamilton:

"That the Hamilton Board of Education enter into a joint study with The Wentworth County Board of Education and the Hamilton-Wentworth RCSS Board to examine the feasibility of more extensive cooperation in providing student transportation services as a step towards maximizing transportation resources across the Region."

Hamilton-Wentworth RCSS:

"That the Board participate in a joint committee with the Hamilton Public Board and The Wentworth County Board to review transportation services."

Wentworth:

"That The Wentworth County Board of Education authorize its Administration to enter into joint investigations with the Hamilton Board of Education and the Hamilton-Wentworth RCSS Board for possible collaborative transportation services between the three Boards of Education."

MEETING SCHEDULE

The Hamilton, Hamilton-Wentworth RCSS and Wentworth County Boards of Education have held a series of meetings to discuss the potential for improved sharing of transportation services.

The meetings rotated among boards and were attended by:

Dennis Webb, Superintendent of Business & Finance, Wentworth
Arlene Young, Manager of Transportation & Planning, Wentworth

Edd Gera, Manager of Planning, Statistics and Transportation, Hamilton-Wentworth RCSS
Bridget Vonlanthen, Transportation Supervisor, Hamilton-Wentworth RCSS

Paul Shewfelt, Superintendent of Financial Services and Treasurer, Hamilton
Gail Christmas, Transportation Supervisor, Hamilton

October 27, 1995 - Wentworth
November 10, 1995 - Hamilton
November 24, 1995 - Hamilton-Wentworth RCSS
December 15, 1995 - Wentworth
January 31, 1996 - Hamilton
February 21, 1996 - Hamilton-Wentworth RCSS

EXISTING DEPARTMENT FUNCTION

Staffing

The Hamilton Board of Education presently operates a Transportation Department which is solely responsible for all transportation services. This includes regular busing and special needs transportation for 4,725 students attending 62 schools which includes approximately 1150 students using public transit service. This department consists of the Supervisor of Transportation and a Transportation Assistant. In addition the Hamilton Board of Education shares an Edulog Specialist with the Hamilton-Wentworth RCSS Board. Effective September 1, 1996 the position of Supervisor of Transportation will be eliminated as part of the restructuring process. The Hamilton Board of Education must resolve the issue of staffing, internal or contracted, prior to this date.

The Hamilton-Wentworth RCSS Board operates a combined Transportation, Planning and Statistics Department which is responsible for all planning and transportation services. Planning and statistics at this board includes staffing, real estate, site acquisition and acting as a commenting agency for the municipalities and agencies. Transportation includes regular busing, public transit and special needs service for 9,269 students attending 57 schools. This department is comprised of the following staff members.

Manager of Planning (33%), Statistics (33%) & Transportation (34%)

Planning and Statistical Clerk/Typist

Transportation Supervisor

Edulog Specialist (Contract, Shared with the Hamilton Board)

Senior Transportation Clerk

Junior Transportation Clerk

The Wentworth County Board of Education operates a combined Transportation and Planning Department which is responsible for all planning and transportation services. The planning function is primarily contracted to a consulting firm to provide recommended actions to the board for issues that may have an impact on school enrolment. Transportation includes regular busing and special needs service for 10,725 students attending 47 schools. In addition, the department is responsible for all insurance matters including, liability, property, boiler, automobile etc. This department is comprised of the Manager of Transportation & Planning and a Transportation Officer. The Manager's time is split 60% transportation, 30% planning and 10% on insurance matters.

The Transportation Departments are also responsible for service to schools outside of each board's jurisdiction. The boards continue to cooperate and share special transportation service including provincial and demonstration schools such as E.C. Drury and W.R. MacDonald Schools. In addition staff regularly collaborate to ensure that service added throughout the year is done in a cost efficient manner. All departments work together with outside agencies such as the Children's Aid Societies and internally with staff of the Program Services Division.

Budget

Please note that there are differences in the manner in which budget information is compiled for each board. The following table attempts to list the information in a format that provides an equitable comparison of information.

1995 Budget - Transportation Service				
	<u>Hamilton</u>	<u>Hamilton- Wentworth RC</u>	<u>Wentworth</u>	<u>Total</u>
Home to School - Elementary				
- Regular	\$1,243,120	\$2,915,659	2,772,033	6,930,812
- Special	3,125,390	1,085,691	1,342,964	5,554,045
- Transit	112,100	0	0	112,100
Home to School - Secondary				
- Regular	0	971,886	1,848,759	2,820,645
- Special	152,266	361,897	430,155	944,318
- Transit	290,320	0	0	290,320
Late Bus (extra-curricular)	0	0	26,844	26,844
School to School	162,143	27,720	43,531	233,394
Miscellaneous	<u>113,813</u>	<u>131,353</u>	<u>0</u>	<u>245,166</u>
	\$5,199,152	\$5,494,206	\$6,464,286	\$17,157,644

Statistics

Please note that there are differences in the manner in which statistical information is compiled for each board. The following table attempts to list the information in a format that provides an equitable comparison of information.

	<u>Hamilton</u>	<u>Hamilton - Wentworth RC</u>	<u>Wentworth</u>	<u>Total</u>
Total Number of Regular Buses	36	130	154	320
Total Number of Regular Bus Runs	58	185	234	477
Total Number of Minivans, Wagons etc.	56	26	42	134
Total Number of Taxis	137	38	1	158
Total Enrolment:				
- Elementary	27,000	19,050	11,955	58,005
- Secondary	12,000	8,300	5,982	26,282
Total Number of Transported Students:				
- Public Transit				
- Elementary	302	Not Available	0	302
- Secondary	848	Not Available	0	848
- Regular Bus				
- Elementary	2,557	6,912	6,768	16,237
- Secondary	0	2,357	3,563	5,920
- Special Bus (5)				
- Elementary	993	Not Available	300	1,293
- Secondary	25	Not Available	94	119

Statistics - continued

	<u>Hamilton</u>	<u>Hamilton - Wentworth RC</u>	<u>Wentworth</u>	<u>Total</u>
Percentage of Transported Students:				
- Elementary	14%	36%	59%	N/A
- Secondary	7%	28%	61%	N/A
Average Students per Regular Bus	71.7	64.5	74.7	N/A
Average Students per Regular Run	49.2	46.7	49.2	N/A
Average Cost per Regular Bus	28,000	28,000	30,000	N/A
Average Cost per Transported Student				
- Regular				
- Elementary	\$486	\$422	\$410	N/A
- Secondary	\$0	\$461	\$519	N/A
- Public Transit				
- Elementary	\$371	Not Available	\$0	N/A
- Secondary	\$342	Not Available	\$0	N/A
- Special				
- Elementary	\$3,147	\$3,348	\$4,477	N/A
- Secondary	\$6,091	\$3,348	\$4,576	N/A

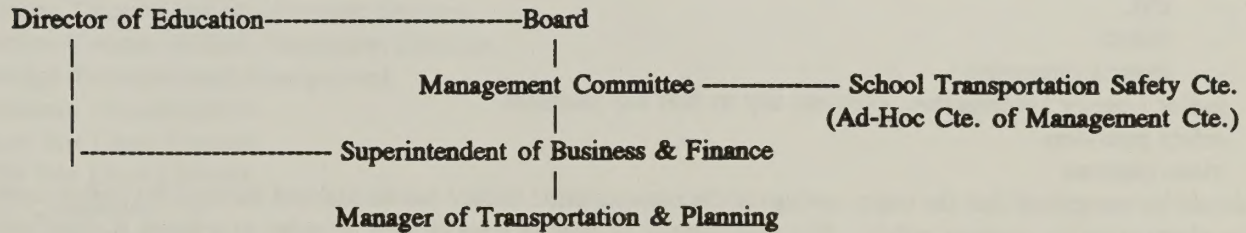
Note:

- (1) 36 regular buses are shared between the Hamilton and Hamilton-Wentworth RCSS Boards and are included in the total number of regular buses for each board.
- (2) The Wentworth County Board of Education pays a flat rate of \$3,435 per year for each student requiring special service with the exception of wheelchair accessible vehicles which have a flat rate of \$27,500. The cost of wheelchair service is included in the average cost for special service.
The Hamilton-Wentworth RCSS Board pays a flat rate of \$3,348 per year for each student requiring special service with the exception of students requiring wheelchair service that have a flat rate of \$6,696 per year. The cost of wheelchair service is not included in the average cost per special student.
- (3) Regular Bus: 72 passenger capacity (48 passenger capacity for Grades 7 through 12/OAC).
- (4) Special Bus: Any vehicle other than a regular bus. Eg. - minivan, wheelchair accessible, station wagon.

Board Reporting Structure / Transportation Committees

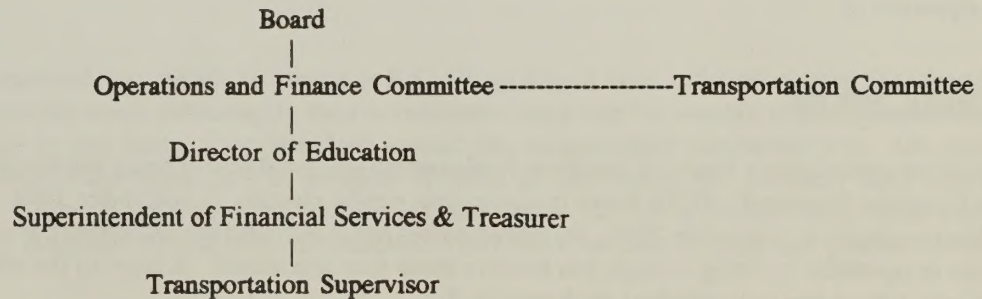
Each board has a somewhat different reporting structure through senior administrative staff to the appropriate committee.

Wentworth:



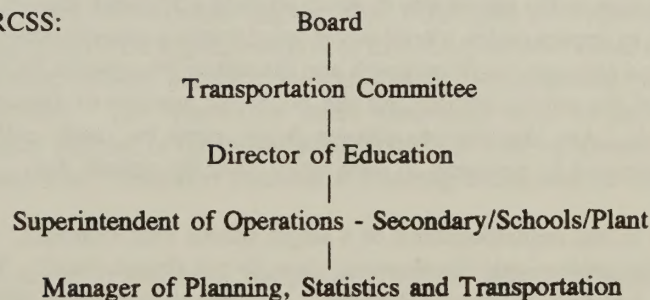
The School Transportation Safety Committee is comprised of 20 community volunteers to review such general transportation issues as strobe lights or legislative changes. All day to day transportation issues including route changes, bus additions and the budget are reviewed and approved directly at the Management Committee.

Hamilton:



The Transportation Committee is an ad-hoc committee and meets as directed by the Operations and Finance Committee.

Hamilton-Wentworth RCSS:



Each board has a representative of the Transportation Department on the professional development Hamilton-Wentworth School Bus Safety Committee as organized by The Wentworth County Board of Education. Other members include the Ontario Provincial Police, Hamilton-Wentworth Regional Police and each of the bus operators.

TRANSPORTATION POLICY

The transportation function at each board is similar in nature but with specific differences in policy. The significant policy differences include:

- expected walking distances
- transportation for special reasons
 - ESL
 - Gifted
 - French immersion
- junior / senior kindergarten, alternate day vs half day program
- safety patrollers
- video cameras

It should be recognized that the major savings to the transportation budget can be realized through the enforcement of or changes to the existing policy. The expectations of parents must change in order to achieve a significant reduction in transportation costs. At this point in time it is not necessary to have a single policy for all three boards. Each board has needs that are specific to their student population and this must be considered when joint issues are discussed.

A comparison of the existing policies has been attached as Appendix 1. The Policy for each board has been attached as Appendix 2.

SCHOOL HOURS

The Wentworth County Board of Education implemented staggered school hours beginning in September 1992 with the Hamilton-Wentworth RCSS Board implementing similar changes in September 1994. The Hamilton Board of Education began in September 1995. Staggered school hours provided the opportunity to reduce the number of total buses in operation by using a single bus to serve more than one school. A copy of the existing hours of operation for each school has been attached as Appendix 3.

Each board has significantly altered the schools instructional day to accommodate busing needs. In Wentworth County this meant double and triple runs between Wentworth schools. At the Hamilton and Hamilton-Wentworth RCSS Boards this included shared runs between the boards and within the school system for each board. It is important to understand that any change in the school day to accommodate additional sharing internally or with the coterminous board has the potential to impact on the school day at neighbouring schools which share busing. There is a limited potential to share service between the Wentworth and Hamilton-Wentworth RCSS Boards in the rural area due to the isolated location of the public schools and the far fewer number of elementary schools for the Hamilton-Wentworth RCSS Board. Any decision to change hours must be made collaboratively with the neighbouring board and the schools must be prepared to once again alter the school day.

There must be consideration given to the implementation of a single school year calendar. Each board currently expends additional funds because the professional development days do not always match. This will also apply to early school dismissals for exams, holidays or sports schedules. A tri-board committee should be established to review the implications related to a uniform school year calendar.

SERVICE AGREEMENTS / BUS CONTRACTS

The three boards have operated independently in regard to the contracting of regular and special transportation service. The following contractors provide service in the area.

Laidlaw Transit Limited, Cambridge Division

Laidlaw Transit Limited, Hamilton Division

Laidlaw Transit Limited, Ancaster Division

Laidlaw Transit Limited, Burlington Division

Attridge Transportation Incorporated

Caledonia Transportation

Sharp Bus Lines Limited

Wills Bus Lines Limited

Taxi Companies

- Verma Transportation
- Blue Line Transportation
- Veterans Taxi
- Hamilton Yellow Cab
- Ancaster Taxi
- Dundas/Flamborough Taxi
- Waterdown Taxi

The three boards recently tendered the contract for service to E.C. Drury School as an initial pilot project for shared service. Each board has specific needs pertaining to their environment but it may be possible to jointly tender for regular bus service on a step by step basis. Each board has entered into an agreement with its carriers. Although it may be possible to terminate these contracts it is advisable to fulfil the agreements and gradually enter into a combined tender process. Although the tender process may initially reduce the cost of service, each board must balance this with the need to maintain a competitive environment. Therefore a "request for proposal" process should be considered.

COMPATIBLE COMPUTER HARDWARE / SOFTWARE

Existing Systems / Use

The Wentworth County Board of Education implemented BUSTOPS in 1992 and the Hamilton-Wentworth RCSS and Hamilton Boards commenced the implementation of EDULOG in 1994. Both are computerized route scheduling systems with similar student, vehicle, school and bus stop data. The systems are similar in nature but with differing route optimization capability. The Wentworth Board used local funds to purchase the hardware and software requirements and recouped the cost of implementation in the first year of operation. The Hamilton and Hamilton-Wentworth RCSS Boards used Transition Assistance Funding to implement EDULOG with the assistance of a management service.

The Wentworth County Board of Education has achieved success with their purchase and operation of the Bustops software tool. Ultimately, there are additional advantages possible for the three boards through the implementation of a jointly owned routing program. Based on the experience of all, Edulog is the more sophisticated program of the two. In addition, The Wentworth County Board of Education has more than recouped the initial estimated cost of \$50,000 to implement the Bustops program through staggered hours and efficient loading identified by the program. The systems are compatible and the data can be transferred between boards. The data conversion may be completed over a substantial period of time without causing any difficulty to the school staff or students. The systems can be operated independently as data is gradually transferred without an increase in staff to accommodate an immediate conversion to one system. The change in data should be implemented as coterminous schools are identified as potential route sharing locations. Every attempt should be made to minimize disruption to the schools

and families.

The Hamilton and Hamilton-Wentworth RCSS Boards have utilized a management service in order to accomplish the initial system startup. This phase is the most difficult and time consuming and could not have been successfully implemented without this additional resource.

It is very important to note that the two boards cannot make changes directly to the routes using the Edulog system because the boards do not own the software license. It is advantageous for the boards to own the license after the time consuming start up phase has been completed. After this point, staff are trained to use the system and can schedule the routes in the best interest of the students and in a cost effective manner for the board. In addition, the in-house management provides for greater flexibility of route changes, additions or deletions which are not bound by a contractual agreement with the service provider. In-house management eliminates any perceived or real conflict of interest in the assignment of routes to carriers. Bids for new transportation service or contracts are also done in a fair manner with each company having the same information.

Shared Computer Services

The Transitional Fund will be depleted in June 1996 and the management resources offset through this fund will now be the shared financial responsibility of the Hamilton and Hamilton-Wentworth RCSS Boards. The installation of Edulog within the Hamilton and Hamilton-Wentworth RCSS boards is now complete. Staff at the three boards have developed considerable knowledge of both route analysis programs. As a result, in-house management of one transportation optimization program is now operationally feasible. In-house shared resources and collective expertise can manage the tool effectively and reduce additional management resource costs. In addition, Edulog support services are now available in Dundas. There is a user group of 20 boards that can provide additional assistance. A list of the user group boards has been included as Appendix 4. It is estimated that each board could expect to spend \$50,000 to purchase the license and hardware necessary to jointly access the program.

A shared system will permit each board to maintain individual student data and routes but with the ability to view coterminous routes for possible sharing. When routes are identified the necessary student data can then be shared with the neighbouring board. The allocation of routes to carriers, development of shared routes to reduce cost and the management of student data is controlled by board staff. It will be necessary for the boards to gradually share the Edulog system based on the priorities identified for combined service. If there is an agreement to proceed further study will be required in regard to such items as the transfer of student data and the creation of a single map file for the Hamilton-Wentworth area.

ADDITIONAL SHARED TRANSPORTATION SERVICE

Fully integrated service for regular 72 passenger buses will mean that students from all three boards may travel on the same bus at the same time. This will permit students in the rural areas to share a single bus and possibly increase the load for the vehicle. Currently rural buses may be lightly loaded due to the length of the trip. By collecting students for both boards on the same trip the length of travel will not substantially change but the number of students per vehicle will increase. This may result in fewer buses and a lower cost.

In some instances shared service will be the preferred method of reducing cost. Shared service will mean that a single bus makes a trip(s) to two different schools. This method is for a neighbourhood that generates a full bus load in a short distance. A good example of this type of trip in the County area would be to Balaclava and Our Lady of Mount Carmel Schools. A similar example in the City of Hamilton would be sharing with St. Marguerite D'Youville and Helen Detwiler Schools. A single bus could transport at least two trips if staggered school hours were implemented.

SUMMARY

Each board is faced with the difficult task of maintaining current service, local decision making control and reducing annual expenditures at the same time. To accomplish this task it is necessary to rethink and redesign the method of delivery for all services. A change in the method of delivery will cause some temporary difficulties but the long term impact could be extremely positive in regard to reducing cost and improving efficiencies for all three local boards.

Considerable discussion has occurred in regard to the combination of the three departments into a single off-site location. The multi-faceted role of the Managers at the Hamilton-Wentworth RCSS and the Wentworth County Boards of Education limit the ability for a joint department. In addition, the total staff complement at each board will continue to be required in a joint division unless there is a significant reduction in the amount of service provided. At this time it is most efficient for each board to manage their own transportation service in relation to policy with a demonstrated willingness to share student data. The efficiencies of a single site concept can be achieved through the implementation of a technological network to provide on line capability. On line capability will permit the boards to work together from separate environments to reduce transportation costs.

The departments must now be given the authority to fully integrate transportation service. The boards now successfully share special service (minibus, vans etc.) where possible. This service includes G.P. Vanier, Glenwood, Sherwood, Collegiate, W.R. MacDonald, E.C. Drury, Caledon and others. Integrated special needs service has been ongoing for years but has certainly increased with greater cooperation between the boards in the past few years.

RECOMMENDED ACTIONS

1. To facilitate greater sharing of transportation services the Hamilton, Hamilton-Wentworth RCSS and the Wentworth County Board of Education agree to establish an administrative tri-board committee:
 - a) To share student data as determined by the need to integrate routes.
 - b) To permit students from coterminous boards to travel together on the same vehicle at the same time.
 - c) To permit routes from coterminous boards to be linked into double and triple runs.
 - d) To pursue the joint purchase of the Edulog system.
 - e) To pursue the development of a common transportation policy.
2. That the report be forwarded to the three Directors of Education and Chairmen for consideration and support.
3. That a tri-board school year calendar committee be established to facilitate cost savings associated with the transportation proposal.

APPENDICES:

1. Policy / Procedure / Administrative Regulation Comparison
2. Transportation Policies
 - a) Hamilton
 - b) Hamilton-Wentworth RCSS
 - c) Wentworth
3. Existing School Hours of Operation
 - a) Hamilton
 - b) Hamilton-Wentworth RCSS
 - c) Wentworth
4. Edulog User Group

Appendix 1
Policy, Procedure and Administrative Regulation Comparison

	<u>Wentworth</u>	<u>Hamilton RCSS</u>	<u>Hamilton</u>
Student transportation provided	Yes	Yes	Yes
Type of transportation			
- contracted school bus	Yes	Yes	Yes
- municipal public transit	Yes	Yes	Yes
- taxi / minibus	Yes	Yes	Yes
Busing provided out of the home catchment area	No	No	No
School excursions (Charter trips)			
- responsibility of principal	Yes	Yes	Yes
Code of conduct for students on school buses	Yes	Yes	Yes
Transportation cancelled due to inclement weather	Yes	Yes	Yes
Radio notification of school/bus cancellation	Yes	Yes	Yes
Changes as a result of road construction	No	Yes	Yes
Standeers	No	No	No
Transportation for temporary medical reasons	No	No	No
Transportation for exceptional students (with an IPRC)	Yes	Yes	Yes
Transportation for other reasons:			
- enrichment/gifted program	No	No	Yes
- french immersion	No	Yes	No
- English, second language	No	No	Yes
- safety	Yes	Yes	Yes
- special consideration	Yes	Yes	Yes
Junior kindergarten midday transportation (Note: Wentworth, alternate/full day program)	No	Yes	Yes
Senior kindergarten midday transportation (Note: Wentworth, alternate/full day program)	No	Yes	Yes
Bus stops & routing managed by transportation department	Yes	Yes	Yes
Issue public transit passes / tickets	Yes	Yes	Yes

Appendix 1 (cont.)
Policy, Procedure and Administrative Regulation Comparison

	<u>Wentworth</u>	<u>Hamilton RCSS</u>	<u>Hamilton</u>
Bus Breakdowns			
- operator to inform transportation department	Yes	Yes	Yes
- operator to inform school	Yes	No	No
- transportation department to inform school	No	Yes	Yes
- operator to provide alternate bus	Yes	Yes	Yes
Outline of student responsibility	Yes	Yes	Yes
Outline of principal responsibility	Yes	Yes	Yes
Outline of driver responsibility	Yes	Yes	Yes
Outline of parent responsibility	Yes	Yes	Yes
Walking Distance Requirement	Yes	Yes	Yes
- Junior Kindergarten	1.6	1.2	1.6
- Senior Kindergarten	1.6	1.2	1.6
- Grades 1 - 5	3.2	1.6	1.6
- Grade 6	3.2	1.6	2.4
- Grades 7 - 8	4.8	1.6	2.4
- Grades 9 - 12	4.8	N/A	3.2
Length of time on bus	Yes	Yes	Yes
Limit number of students per bus	Yes	Yes	Yes
Student Bus Safety Patrollers	Yes	Yes	Pending
Sporting equipment requirement	Yes	Yes	No
Notification of service changes (bus stop or route)	Yes	Yes	Yes
Video cameras on school buses	Yes	Pilot	Pilot
Advertising on school buses	Yes	No	No

Appendix 2a
Transportation Policy - Hamilton

TRANSPORTATION POLICY

PREAMBLE

The Board recognizes that it is the responsibility of parents/guardians to send students to schools. At the same time the Board recognizes that it has a responsibility to support parents/guardians in their endeavors. In some cases distance, traffic and safety conditions, age of students, and students with identified physical disabilities and/or deemed exceptional may allow the Board to exercise the permissive legislation to provide transportation to and from school for its resident day school students. In most instances, transportation is not to be considered a right, but a privilege. As such, it may be withdrawn at any time if a student's inappropriate behaviour is detrimental to himself/herself or to the safety or well being of others and to the operation of the school vehicle.

AUTHORITY

Education Act: Section 166 - Transportation

"A board may provide for....."

Section 17 - 48 - School Attendance.

Section 20 - Compulsory Attendance.

"A child is excused from attendance at school if - Section 20 (2) (c) transportation is not provided by a board and there is no school that he has the right to attend situated....."

Grade/Level	Age	Distance
JK	4	1.6 km if under 7
SK	5	
1	6	
2	7	3.2 km if 7 years of age and under 10
3	8	
4	9	
5	10	4.8 km if 10 or older
6	11	
7	12	
8	13	
+	+	

Ontario Regulation 262, section 23 (1,2,3,&4)

Section 23 (1)(b): "A pupil shall exercise self-discipline"

Section 23 (4)(c): "Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board"



POLICY STATEMENTS

1. Eligibility for transportation is according to policy.
2. Student transportation, not provided for within this policy, may be provided upon approval of the Office of the Director and Superintendent of Finance and Treasurer.
3. Every effort will be made to establish routes in order that students will not spend more than one hour in transit each way on Board-provided transportation.
4. Pick up points for transporting students to school will be utilized wherever practical having due regard for safety.
5. (a) Transportation will be arranged in conjunction with the student's instructional time.
(b) Every attempt will be made to ensure no student shall be picked up later than fifteen (15) minutes after regular dismissal unless there are extenuating circumstances.
6. (a) The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that vehicles transporting students are operated and maintained in accordance with the Highway Traffic Act, the Public Vehicle Act and this policy.
(b) The design and operation of the transportation system shall endorse the objectives of safety, efficiency and economy while at the same time maximize our entitlement to applicable provincial grants.
7. Students will be accommodated according to the safe capacity of the vehicle.

GLOSSARY OF TERMS IN CONNECTION WITH TRANSPORTATION POLICY

1. Attendance Area - is the residential area from which the students are assigned to a school for their education.
2. Community School - is the school that the student would attend within the designated attendance area.
3. Mode of Transportation - recognizes the most normalized, best suited to the individual student's needs and the least costly.
4. Optional Attendance - permits a student to attend a school outside the attendance area providing staff and space are available. No transportation is provided.
5. Pick-up Point - is that designated point where the student boards the bus for transportation to school or exits from the bus on the way home from school. The pick-up point will be determined by the Transportation Department in consultation with the school principal.
6. Transportation Report is an annual report submitted to the appropriate committee.
7. Unusual Traffic Conditions - exist where in the opinion of the Principal and Supervisor of Transportation in consultation with the police and appropriate municipal officials, the student would face traffic conditions which would endanger the safety of the student.
8. Walking Distance - is the shortest, safe walking route measured along sidewalks, roadways and paved pedestrian walkways from school property line to home property line.

TRANSPORTATION POLICY PRIMARY/JUNIOR

Students eligible for transportation will be provided with a mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly. Need will be determined by the Principal and the Supervisor of Transportation. Appropriate transportation will be in the form of school bus, taxi/van or public transit tickets.

HOME TO SCHOOL

A. Primary/Junior

1. Students who live in excess of 1.6km from the designated school will receive transportation based on the following criteria:
 - a) enrolled at a Primary/Junior School as designated by this Board (excluding French Immersion)
or
 - b) enrolled at a school other than the community school due to an I.P.R.C. placement
or
 - c) for safety reasons to be determined by the Principal and the Supervisor of Transportation
2. Transportation will be provided on a long term basis for a student with a physical disability. All requests will require medical evidence prior to the commencement of service.
3. Transportation for special circumstance may be approved on a short-term basis. Such requests to be determined by the Superintendent of Schools, Principal and Supervisor of Transportation.
4. No transportation will be provided for those students, who by choice, attend a school other than their community school area.
5. Student eligibility is from the home address only. Junior and Senior Kindergarten students will not be transported outside the attendance area of the school.

TRANSPORTATION POLICY MIDDLE SCHOOL

Students eligible for transportation will be provided with a mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly. Need will be determined by the Principal and the Supervisor of Transportation. Appropriate transportation will be in the form of school bus, taxi/van or public transit tickets.

B. MIDDLE SCHOOL

1. Students who live in excess of 2.4 km from the designated school will receive transportation based on the following criteria:
 - a) enrolled at a Middle School as designated by this Board
(excluding French Immersion)
 - or
 - b) enrolled at a school other than the community school due to an I.P.R.C. placement
 - or
 - c) for safety reasons to be determined by the Principal and the Supervisor of Transportation
 - or
 - d) enrolled at an alternative education school
2. Transportation will be provided on a long term basis for a student with a physical disability. All requests will require medical evidence prior to the commencement of service.
3. Transportation for special circumstance may be approved on a short-term basis. Such requests to be determined by the Superintendent of Schools, Principal and Supervisor of Transportation.
4. No Transportation will be provided for those students, who by choice, attend a school other than their community school.

ELEMENTARY SCHOOL TO SCHOOL TRANSPORTATION

Transportation arrangements are made by the Transportation Department upon receipt of the schedule of trips from the schools.

Primary and Junior School students enrolled in English as a Second Language Program and living in excess of 1.6 km from the school, will receive the mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly.

Middle School students enrolled in English as a Second Language Program and living in excess of 2.4 km from the school, will receive the mode of transportation that is the most normalized, best suited to the individual student's needs and the least costly.

OTHER ELEMENTARY TRIPS

All other trips are the responsibility of the appropriate department.
eg. Outdoor Education

TRANSPORTATION POLICY SECONDARY SCHOOL

Students eligible for transportation will receive public transit tickets unless individual circumstances warrant another mode of transportation. Individual circumstance must be approved by the Principal and the Supervisor of Transportation.

HOME TO SCHOOL

1. Students who live in excess of 3.2 km from the school will receive transportation based on the following criteria:
 - a) enrolled at a Secondary (Vocational) School
or
 - b) enrolled at a Secondary (Composite) School due to I.P.R.C. placement or enrolled in the basic level programme
or
 - c) enrolled at G. P. Vanier Secondary (Composite) School
or
 - d) enrolled at an Alternative Education School
2. Transportation will be provided on a long term basis for a student with a physical disability. All requests will require medical evidence prior to the commencement of service.
3. Where a student is enrolled at a school for programme, location or choice the student/parent is responsible for transportation.

SECONDARY SCHOOL TO SCHOOL TRANSPORTATION

With the approval of the Principal and Co-op monitor, public transit tickets will be issued to students not receiving an honourarium and participating in the Co-op Programme within city limits. Individual circumstances may warrant another mode of transportation.

Students enrolled in English as a Second Language Program and living in excess of 3.2 km. from the school, will receive public transit tickets.

Students on SALEP will be considered for public transit tickets.

TRANSPORTATION POLICY TRAINABLE RETARDED

Students will be provided with a mode of transportation that is most normalized, best suited to the individual student's needs and the least costly. Need will be determined by the Principal and the Supervisor of Transportation. Appropriate transportation will be in the form of school bus, taxi/van or public transit tickets.

HOME TO SCHOOL

Students enrolled at an Elementary or a Secondary School are eligible.

SCHOOL TO SCHOOL

Arrangement will be made by the Transportation Department upon receipt of the approved trip sheet.

A minimum notice of one week is required.

OTHER TRIPS

A trip beyond the realm of community based curriculum, may be arranged on a cost sharing basis.

SUPERVISOR OF TRANSPORTATION

- 1. Organize and plan school bus routes and schedules and determine need for additional buses or deletion of existing routes.**
- 2. Approve transportation requests for students requiring special services in accordance with Board policy.**
- 3. Allocate transportation to carriers.**
- 4. Ensure the carriers are fulfilling requirements as set out by the Board.**
- 5. Co-ordinate the day to day operation of transportation.**
- 6. Investigate and resolve complaints from principals, parents and carriers.**
- 7. Provide annual in-service program for bus supervisors.**
- 8. Establish a bus evacuation program.**
- 9. Prepare and control transportation budget.**
- 10. Complete grant forms for the Ministry.**
- 11. Negotiate rates with carriers.**
- 12. Recommend changes to Transportation Policy.**

BUS SUPERVISOR

1. Ensure that the students adhere to the Code of Conduct. (Op. 15)
2. Report discipline problems promptly to the principal.
3. Ensure the students remain seated while the bus is in motion. (seating plan may be prepared)
4. Ensure Junior and Senior Kindergarten students are loaded before the older students when leaving school and unloaded after the older students upon arrival at school. (It is preferable to seat the younger students at the front of the bus)
5. Ensure students board and leave the bus in an orderly, safe manner.
6. Ensure students behave in such a manner as not to distract the driver or endanger other students.
7. Ensure students are released only at the designated stop. A parental request approved by the principal must be received before a student can be released at a different stop.
8. Ensure a responsible adult is present to receive a Junior Kindergarten student at the designated stop, unless other arrangements have been made by the parent with the principal. Request the driver to radio dispatch for further instruction if student is not met.
9. Inform the Transportation Department and principal of stops no longer required, unsafe stops or unauthorized route or schedule changes.
10. Check the end of each run to ensure that all students and belongings are off the bus.
11. Participate at the annual In-Service and Safety Bus Evacuation programme.

DRIVER

1. Ensure all passengers, except those transported in a regulation chrome yellow school bus or other buses used for school trips, must wear seat belts at all times. It follows that the number of passengers in the vehicle will be limited to the number of seat belts available.
2. Each driver shall have, and maintain in good standing at all times, licenses required by the Public Vehicles Act or any Municipal By-law.
3. The driver will not smoke, eat or drink while transporting students.
4. Profane or abusive language in front of the students will not be tolerated.
5. Drivers are not to reward or physically discipline students in any way. Inappropriate behaviour is to be reported to the Principal. (unless a bus supervisor is present)
6. When leaving the vehicle, the vehicle ignition is to be turned off and the ignition key removed.
7. All breakdowns or delays which cause the students to arrive later than usual at school or at home must be reported by the driver to the Supervisor of Transportation in time to notify the principal on the trip to school, or the parent on the trip from school.
8. All vehicle accidents which occur while students are in transit must be reported immediately to the Supervisor of Transportation (521-2528), to be followed by a written report. No student is to be released from the scene of the accident until cleared by the police.
9. The driver is responsible for the safe operation of the vehicle.
10. Permanent driver changes are to be reported to the Supervisor of Transportation.
11. No unauthorized stops are to be made by drivers.
12. The driver will not change the bus route or schedule as set out by the Supervisor of Transportation.
13. The driver will not take schedule/address changes from the parent or student. Such changes must be received from dispatch.
14. The driver has the right to refuse a request to open bus windows.
15. Arrival and departure time must be adhered to.

ROLE CLARIFICATION**Principal (Elementary/Secondary)**

1. Determine students eligible for transportation in accordance with the Transportation Policy. In cooperation with the Supervisor of Transportation resolve areas not covered by policy.
2. Assume responsibility for discipline while student is in transit on a Board operated vehicle. Has the right to withdraw the transportation privilege.
3. Ensure that the Transportation Department is informed of student information:
 - address change
 - withdrawal date
 - change to public transit
 - examination schedule
4. Ensure the safety of students by proper supervision of loading and unloading from the school bus.
5. Ensure the Code of Conduct (OP15) is received by every parent and explained to every student annually.
6. Ensure that the bus routes and schedules are not changed other than by the Transportation Department.
7. Ensure the Transportation Department is informed when the number of bus riders reaches capacity.
8. Ensure that teachers do not detain a student receiving transportation unless alternative arrangements have been made.
9. Ensure that students, who have been determined to need supervision are supervised upon arrival and departure.
10. Assist the Transportation Department in providing a safety bus evacuation programme on a regular basis.
11. Provide direction and support to the bus supervisor.
12. Adhere to Operating Procedure - OP 15 (attached)

N.B. #'s 3,4, and 9 may be delegated by the principal to the Transportation monitor.

PROCEDURES**1. Meeting Vehicles**

- a) The Principal or Transportation Monitor(s) are responsible to ensure the following groups of students are met upon arrival on the school grounds: (Except where this action would conflict with the specific goals agreed upon for these students.)

- Multiple/Assessment
- Autistic
- Behaviour Exceptionality
- Physically Handicapped
- Trainable Retarded/Developmentally Delayed
- Visually Impaired
- Hearing Impaired

- b) Junior Kindergarten students must be met upon arrival on the school grounds.

A responsible adult must wait at the bus stop to ensure the student safely boards the bus and must meet the student upon arrival at home or the designated bus stop.

- c) Students transported by taxi/van will not be released from the vehicle unless an adult is present. Failure by the Transportation Department to secure an emergency placement for the student will result in the student being taken to the C.A.S.

2. Discipline

- a) Students riding on school buses are to receive the Code of Conduct form annually. (OP15)

- b) Students riding in any vehicle contracted by the Board must exhibit acceptable behaviour.

Students and parents are to be informed that transportation is a privilege and will be withdrawn when the safety and well being of other students is adversely effected.

- c) Students are responsible to the principal while riding in a vehicle contracted by the Board. Infractions will be reported to the principal by the bus supervisor, taxi/van driver or the Transportation Department.

3. Stop Changes

Suggested bus stop (pick up point) changes must be directed to the Supervisor of Transportation.

4. Special Requests

- a) Parents requesting a different drop off address must contact the Transportation Department for approval. The carrier or driver is not to be contacted directly.

- b) Students wishing to get off the bus at a different stop must have a note from the parent and approval of the principal. When the bus has a bus supervisor, the approved note must be in his/her possession or the student will be taken to the regular stop.

- c) Students will not be picked up/taken to doctor or dentist appointments.

5. Student Information

Entries
Withdrawals
Transfers
Address Change
Program Change

All above changes must be communicated directly with the Transportation Department.

6. **Missed/Late Vehicle**

a) The Transportation Department is to be notified by the school when a vehicle is 10 minutes late. Do not call the carrier.

b) No second vehicle will be sent if a student is not ready when the vehicle arrives at his home.

If the student misses his/her vehicle at the school no replacement vehicle will normally be sent.

c) When students are going on a trip, the Transportation Department must be informed if the expected return time is later than the scheduled departure time of the regular transportation.

7. **Accidents**

a) It is the responsibility of the carrier to report all accidents to the Supervisor of Transportation. The principal will be informed by the Transportation Department.

b) No student is to be released from the scene of the accident until cleared by the police.

c) It is the responsibility of the principal to inform the parent and to complete student accident forms if required.

d) The Supervisor of Transportation will receive detailed reports from the carrier and police.

e) Emergency Measures - need to expand.

Appendix 2b
Transportation Policy - Hamilton-Wentworth RCSS

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THE HAMILTON-WENTWORTH ROMAN CATHOLIC SEPARATE SCHOOL BOARD

PURPOSE

The School Board will act in the interests of the students and will be guided by the Code of Ethics of the Catholic Church.

It is the policy of the Board to provide a safe and secure environment for the students and staff.

The Transportation Department is in charge of providing and administering the transportation system. The Transportation Department will operate the system in a safe and secure manner and will ensure that the system is in compliance with all applicable laws and regulations.

SECTION A

POLICY AND REGULATIONS

TRANSPORTATION POLICY

The purpose of this policy is to provide guidance and direction to the Transportation Department in the operation of the transportation system.

The policies and regulations contained in this manual have been developed in an effort to ensure the safety and security of the students and staff.

TRANSPORTATION SYSTEM

Since the Board has stated that it is the policy of the Board to provide a safe and secure environment for the students and staff, it is necessary to ensure that the transportation system is in compliance with all applicable laws and regulations. The Board will ensure that the transportation system is in compliance with all applicable laws and regulations and will ensure that the system is in compliance with all applicable laws and regulations.

The Board will ensure that the transportation system is in compliance with all applicable laws and regulations and will ensure that the system is in compliance with all applicable laws and regulations.

1. Contracted School Bus
2. Municipal Public Transit
3. Taxi

INTRODUCTION

TRANSPORTATION PROCEDURES MANUAL

PREAMBLE

The guidelines set out in the Transportation Procedures Manual are to be followed by all those directly or indirectly involved.

It is most important that all persons involved in transportation understand the policy and its aims.

The Transportation Department is in charge of organizing and administering the transportation system. The Transportation Department will supervise the operation of those providing transportation services for the Board and recommend changes and/or additions with respect to transportation guidelines.

AIMS AND OBJECTIVES

The purpose of this manual is to present information and guidance with regard to current transportation practices as they pertain to the Board Transportation Policy.

The guidelines and information contained in this Manual have been devised in an effort to promote and maintain safe and fair practices governing the transportation of children.

TRANSPORTATION SERVICE

Since the Education Act states that a Board may provide student transportation service, it necessarily follows that such service is not the right of every student but rather a privilege to be accorded to those students who qualify within the terms established by the Board. Prime considerations in the design and operation of the resultant transportation system shall be safety, efficiency and economy, while at the same time reflecting maximum entitlement to applicable provincial grants.

The modes of transportation employed by the Board may be any one of the following based on availability and feasibility.

1. Contracted School Bus
2. Municipal Public Transit
3. Taxi

THE HAMILTON-WENTWORTH ROMAN CATHOLIC SEPARATE SCHOOL BOARD

TRANSPORTATION POLICY

STUDENT TRANSPORTATION

Whereas, the Hamilton-Wentworth Roman Catholic Separate School Board is empowered under the Education Act to provide transportation services for students; and

Whereas, the Board recognizing that such empowerment may be exercised by providing transportation for students by virtue of a privilege rather than a right; and

Whereas, the Board passed the following motion at the Board Meeting of February 5th, 1991; namely

"THAT THE BOARD APPROVE THE TRANSPORTATION POLICY & REGULATIONS REPORT OF JANUARY 29, 1991 AS PRESENTED AND;

THAT THE BOARD APPROVE THE TRANSPORTATION BOUNDARIES REPORT OF JANUARY 29, 1991 AS PRESENTED".

Therefore, the Board will provide transportation services for students under its jurisdiction in accordance with the regulations that follow.

THE HAMILTON WENTWORTH ROMAN CATHOLIC SEPARATE SCHOOL BOARD

R E G U L A T I O N S

The Hamilton-Wentworth Roman Catholic Separate School Board shall ensure that:

1. Transporting and Non-Transporting Zones are approved by the Board of Trustees for each school within the jurisdiction of the Board. Transporting and Non-Transporting zones will be established or changed as warranted by the:
 - a) building of new schools
 - b) revision of school boundaries
2. All students who reside within such Transporting Zones will be deemed eligible for transportation on a regular home to school basis.
3. The modes of transportation employed by the Board may be any one of the following based on availability and feasibility:
 - a) contracted school bus
 - b) municipal public transit
 - c) taxi
4. Written descriptions as well as mapped outlines of the Transporting/Non-Transporting Zones be kept current and copies of same maintained at each school.
5. When the parent/guardian identifies in writing an address other than the home address for the purposes of daily childcare, the Board will recognize such address when executing the Board Transportation Policy in accordance with the procedures outlined in the Transportation Procedures Manual.
6. Students identified as exceptional by either an In-School or a System Identification Placement and Review Committee, and/or Wards of the Children's Aid Society, may receive transportation as determined and requested by the I.P.R. Committee or the Children's Aid Society if requested by the Principal of the school.

7. Students who for medical, physical or emotional reasons will be considered eligible for transportation at the request of the Principal provided that:
 - (a) a request is submitted by the Principal of the School on the prescribed form.
 - (b) a medical certificate is submitted by a physician;
 - (i) verifying the students need for transportation
 - (ii) stating the period of time required to a maximum of one school year
8. Transportation from home to school and return will not be provided for those students who have been granted permission to attend a school other than the area school as stated in the Board Policy "Exception to School Attendance Areas".
Transportation will be the sole responsibility of the parent.
9. Temporary exceptions providing for amendments to the Non-Transporting and Transporting Zones will receive the consideration of the board in view of special circumstances; i.e. new subdivision construction areas, municipal road reconstruction.
10. Within the limits of the annual Transportation Budget, the Board may provide transportation for special events or board sponsored programs.
11. Transportation for School Excursions remain the responsibility of each Principal who will fulfill all the requirements pursuant to current Board Procedures.
12. Subject to procedures as stated in the Transportation Manual, students conducting themselves in a manner detrimental to the safe operation of the bus or to the safety of other students may have their bus riding privileges withdrawn.
13. Transportation may be cancelled following advisement of very serious weather conditions that may cause long delays and/or accidents to buses and therefore expose children to serious injuries and/or uncontrollable situations.

THE HAMILTON-WENTWORTH ROMAN CATHOLIC SEPARATE SCHOOL BOARD

SECTION B

PROCEDURES

HOME-SCHOOL AND RETURN

DEFINITION OF TRANSPORTING ZONE:

" An area within a school boundary that has been designated as a transporting area for all students to and from school."

DEFINITION OF NON-TRANSPORTING ZONE:

"An area within a school boundary that has been designated as a walking area"

1. TO BE ELIGIBLE FOR TRANSPORTATION IT IS NECESSARY THAT:
 - 1.1 Students reside within the limits of the approved Transporting Zone of the area school.
 - 1.2 The address provided for pickup and return must remain constant on a 5 day a week regular basis.
 - 1.3 When the parent/guardian for the purposes of childcare, identifies an address other than the home address, transportation may be provided to and from that school if:
 - a) such address is within the Transporting Zone of that school.
 - b) address of pick-up and return is the same on each school day.
 - c) written notice from the parent is given to the Principal, who in turn will inform the Transportation Department before transportation is granted.

2. EXCEPTIONS TO POLICY

2.1 CONSTRUCTION AREAS

i) WITHIN TRANSPORTING ZONES

In situations deemed hazardous due to construction (new housing) and/or road construction, the Transportation Administrator will investigate the area in question and in consultation with the Safety Officer of the Hamilton-Wentworth Regional Police and the transporting company make a recommendation to the Board regarding the safe pickup and return of students residing in the area in question.

ii) NON-TRANSPORTING ZONES

Recommendations will also be made by the Transportation Administrator to the Board regarding similar situations occurring in a Non-Transporting Zone which would render walking inadvisable.

The Transportation Department in conjunction with the transporting company as well as Municipal Authorities will assess each situation and investigate the possibility of transporting students within the area in question on a temporary basis until the safety hazards have been eliminated. Safety will be the prime consideration not only for the students requiring transportation but for those students who may already be on the bus as well as consideration for the driver and vehicle.

The authorities of the transporting company shall investigate and submit to the Transportation Administrator a written assessment of the situation together with a recommendation as to how the company can best serve the students in the area. The assessment must be based on road conditions and accessibility to students' residences.

The Transportation Administrator will make recommendations to the Transportation Committee with respect to the transporting of students in such areas on a temporary basis. Transportation under this Article shall be reviewed as necessary and such findings reported to the Board as warranted, for review. The School Principals will be kept up-to-date as to all concerns regarding their students by the Transportation Department.

2.2 TRANSPORTATION OF TEMPORARILY HANDICAPPED STUDENTS

Students requiring transportation for a temporary period due to illness or inability to walk due to an injury may be granted permission at the request of the Principal of the School provided that:

- a) the student resides within the schools boundary,
- b) a doctor's certificate stating the need for transportation as well as an expected timeline accompany the request on the prescribed form. This form must be at the school prior to transportation service being started.

2.3 EXCEPTIONS TO SCHOOL ATTENDANCE AREAS

Where such approval has been granted under Board Policy - "Exceptions to School Attendance Areas", parents and/or guardians shall understand that transportation shall not be provided by the Board but shall be their responsibility.

EXCEPTIONAL STUDENTS

3. Students identified as exceptional by the Principal may be eligible for transportation upon the recommendation and approval of the Superintendent responsible for Special Education and/or the Co-ordinator of Student Services following a written request.
- 3.1 i) It is expected that the child shall be under the supervision of an adult until the school vehicle arrives at the designated location.
- ii) The Transportation Department will be notified by the Principal of any student's health problem in order to set up the appropriate transportation.
- iii) The principal or his/her designate of the school will if necessary discuss with the driver any student's health problems and the method of how to deal with the problem should the occasion arise during the time a child is in the vehicle.
- iv) The principal or his/her designate of the school will be responsible for meeting the students when they arrive at the school, and for seeing that they are placed aboard the proper vehicle to return home after the school day is over.
- v) The principal or his/her designatge of the school will advise the driver which children are not permitted to leave the vehicle unless met by an adult. In the event there is no adult at the usual delivery point, the driver shall notify the Operator who in turn will notify the school. The driver may return to the school if necessary.
- vi) The principal or his/her designate must ensure that the drivers of wheelchair vehicles receive assistance if necessary when loading and unloading students in wheelchairs.

3. EXCEPTIONAL STUDENTS -(Continued)

- vii) Special care must be taken by the vehicle operator to ensure that these children are properly seated and that seat belts are available and applied in all vehicles so equipped. Should a problem arise whereby the child unbuckles the seat belt and leaves the seat while the vehicle is in motion, the driver should immediately report to his/her supervisor and at the the earliest possible convenience notify the principal stating the problem.

The principal should then be in contact with the parent/guardian of the child and discuss the matter with them. The importance of **SAFETY** must be stressed at all times.

3.2 ENRICHMENT PROGRAMME

Transportation will be provided as recommended by the Board.

4. FRENCH IMMERSION PROGRAMME

The Board shall provide transportation from the area school to the school site providing the French Immersion Programme. The parents are responsible for the transportation from the home to the area school. However, should a student reside in a Transporting Zone of the area school, the student may ride the area school bus to and from the area school providing that they arrive in time to make their transportation connections to the French Immersion Programme bus. At no time will the area school bus schedules be altered to facilitate this connection.

Where feasible, students residing in the same municipality where the programme is being held may be transported via the municipal public transit system. Students may receive bus passes or bus tickets.

5. BUS STOPS & ROUTING

5.1 DETERMINATION OF ROUTES AND STOPS

- a) The distance that a student may expect to walk to a bus stop will be no longer than a similar distance walked by students in the Non-Transporting Zone. Concentration of pupils shall be one of the major factors when determining regular bus routes and stops.
- b) Requests for changes or additions to pick-up and drop-off locations for students who are eligible for transportation, will only be considered at the annual review except for, new student registrations and permanent changes of address.
- c) Pick-up and drop-off locations will be determined by the Transportation Department. As a general rule, for reasons of safety, these locations will be designated at street corners.

5.2 BUS STOPS FOR EARLY CHILDHOOD AND SENIOR KINDERGARTEN

Pick-ups and drop-offs of Early Childhood and Senior Kindergarten pupils at noon (mid-day) shall be no closer to their home than the closest possible corner. These pupils shall be subject to the regular bus stops for the pick-ups in the morning and the drop-offs at night.

5.3 STANDEES

Overcrowding of Board contracted school buses shall not be permitted. During the start-up period of a new school year in September, it is possible that this situation may arise due to increased enrolments. This situation shall be dealt with and rectified as quickly as possible.

5. BUS STOPS & ROUTING - Continued

5.4 PUBLIC TRANSIT PASSES/TICKETS

When approved for transportation, students may be transported via the Municipal Transit System (H.S.R.). Students will be issued either passes or tickets which will be distributed to the students by the Principal of the school. The passes/tickets will be purchased by the Transportation Department.

Students are responsible for maintaining their passes/tickets in a good state of repair - acceptable to the municipal public transit authorities.

Students will be issued only one pass per eligible time period. Lost/stolen/ruined passes/tickets are to be reported immediately to the school Principal who will then inform the Transportation Department.

5.5 BUS BREAKDOWN

Should the school bus become inoperative enroute, it shall be the responsibility of the school bus driver to inform the transporting operator who in turn will immediately inform the Transportation Department.

5.6 It shall then be the responsibility of the Transportation Department to notify the principal(s) of the school(s) concerned as soon as possible.

5.7 It shall also be the responsibility of the transporting operators to provide alternate transportation as soon as possible.

6. SUSPENSION OF RIDING PRIVILEGES

- 6.1 Transportation by school bus is a privilege and not a right. Conduct detrimental to the safe operation of the bus or to the safety of the other students riding on the bus will not be allowed.**
- 6.2 The driver of the bus is in charge of the operation of the bus and of the safety and welfare of all students and he must be given each student's co-operation and support.**
- 6.3 While riding on the bus, students are responsible to their principal. Therefore, the following steps should be taken for disciplinary actions:**
- i) The driver shall warn any student who misbehaves on a school bus.**
 - (ii) If a misbehavior is repeated, the driver shall notify the principal and the Transportation Department in writing. The principal will interview the student and warn his/her parents that further repetition could lead to the loss of riding privileges.**
 - (iii) Where parents have been notified and where the misbehavior is repeated, the principal may suspend the student's riding privileges for a determined period of time. In such case, the parents and the Transportation Department will be notified in writing of the suspension which shall remain in force until determined otherwise by the principal.**
 - (iv) Should there be any further misbehavior, the principal may suspend the student's riding privileges for part of or the rest of the school term. The parent may appeal the suspension of bus riding privileges to the Board through the appropriate Supervisory Officer.**
 - (v) In the case where no disciplinary action is taken by the Principal, the Transportation Department may after informing the Principal, should the safety of the other children be at stake, refer the matter to the appropriate Supervisory Officer for appropriate action.**

THE HAMILTON-WENTWORTH ROMAN CATHOLIC SEPARATE SCHOOL BOARD

SECTION C

RESPONSIBILITIES

1. THE STUDENT SHALL:

- 1.1 Arrive at the bus pick-up location at least 5 minutes prior to the scheduled pick-up time shown on the bus schedule.
- 1.2 While waiting for the bus respect private property. Failure to do so may result in the bus stop being moved to another location.
- 1.3 While boarding the bus remain in a single line and refrain from pushing which may result in injury.
- 1.4 Remain seated at all times while the bus is in motion.
- 1.5 Obey the instructions of the bus driver. The first responsibility is to the bus driver. Show the same courtesy, respect and obedience to the bus driver as they would extend to their teachers and parents.
- 1.6 Avoid all excessive noise and rowdiness which may distract the bus driver and thus endanger all persons on the bus.
- 1.7 Respect the bus owner's property and refrain from any damage to it.
- 1.8 Pay for any malicious damage caused to the bus.
- 1.9 Keep the aisles clear at all times.
- 1.10 Keep books and parcels on his/her lap.
- 1.11 Not bring the following articles into the bus: sleighs, toboggans or other bulky items that block the aisles.
- 1.12 Ensure that skates or other potentially dangerous objects are equipped with protective guards or are carried in a sports bag. These shall be kept on the floor at the student's feet.
- 1.13 Observe absolute quietness when approaching a railroad crossing.

1. THE STUDENT SHALL: (Continued)

- 1.14 Refrain from smoking, swearing, shouting, fighting, throwing objects and spitting inside the bus or out the windows.
- 1.15 Keep his/her hands, legs, and head inside the bus.
- 1.16 Not touch emergency doors or exits. Open windows only if given permission by the bus driver.
- 1.17 Ensure the safekeeping of his/her public transit pass/tickets.
- 1.18 Be responsible to the principal of the school that he/she attends for his/her conduct while travelling on the school bus.

2. THE SCHOOL PRINCIPAL SHALL:

- 2.1** Become familiar with all transportation - routes within the jurisdiction of his/her school.
- 2.2** Assist the Transportation Department in determining the eligibility of students for bus transportation within the Board's Transportation Policy.
- 2.3** Maintain a liaison with parents in carrying out the Transportation Policy of the board as well as keeping parents informed of any major bus route changes supplied by the Transportation Department.
- 2.4** Ensure that all Early Childhood and Kindergarten students, as well as students new to the school are clearly identified to the bus driver. Younger students should wear a tag indicating the transporting address to be used as well as the correct pick-up or drop-off point to be used until students become familiar with the stop. Younger students or students new to the school should be paired with older students using the same stop points until capable of identifying their stop by themselves.
- 2.5** Inform parents that for the safety and well being of children in the Early Childhood or Senior Kindergarten levels it is advised and expected that an adult accompany students while waiting at stops as well as be present to receive them on the return.
- 2.6** Ensure that the passenger manifest/student transportation list is completely updated and submitted to the Transportation Department by November 1st. Ensure that these lists are updated daily and that all additions/deletions are telephoned to the Transportation Department as soon as possible.
- 2.7** Support the bus drivers to the same extent he/she supports the teachers in the school.
- 2.8** Advise his/her staff not to ask the students travelling by bus to bring items to school which could be potentially dangerous such as toboggans, sleighs, and other bulky items. In the event that skates are to be brought to school, protective guards should be placed on the blades.

2. THE SCHOOL PRINCIPAL SHALL: (Continued)

- 2.9** Ensure that teachers do not, after class, detain students being bused unless alternative arrangements have been made for their safe return home.
- 2.10** Inform teachers that it will be their responsibility to ensure for the safe return home of any student that they may have caused to miss their school bus.
- 2.11** Ensure that proper supervision is exercised at the time of loading and unloading of each Board contracted vehicle at the school. In the case of those students requiring a specialized form of transportation due to medical problems, the principal or his/her designate will be responsible for meeting the students when they arrive at the school and for seeing that they are placed aboard the proper vehicle to return home after the school day is over.
- 2.12** Be responsible to take disciplinary action for unacceptable student conduct as stated in the Revised Regulations of Ontario, 1980 - Regulation 262, Section 23 (4c) as follows:
- "Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends,**
- (c) while travelling on a school bus or any other vehicle operating for the board.**
- 2.13** Ensure that in cases where students are transported jointly on buses serving two different language schools, that any disciplinary problems shall be dealt with jointly by both principals.
- 2.14** If he/she deems appropriate, establish in co-operation with the Safety Officer assigned to his/her school by the Hamilton-Wentworth Regional Police, School Bus Safety Patrols.

3. THE BUS DRIVER SHALL:

- 3.1 Be the holder of a Class "B" or "E" driver's licence and also have successfully completed a Driver Improvement Course approved by the Ministry.
- 3.2 Make a daily inspection of their vehicle before starting their run as specified in the log book of the bus they are assigned to.
- 3.3 Ensure that the vehicle has been washed so that the number of the bus route can be seen.
- 3.4 State rules of conduct while travelling on the bus as clearly and simply as possible.
- 3.5 Be friendly, courteous and helpful towards the students at all times.
- 3.6 Observe carefully the number of students getting on and off the bus and account for the safety of all the students before proceeding, especially when students must cross the road; also maintain his timetable without having to speed.
- 3.7 Ensure that students remain seated at all times and that students are seated before proceeding to the next pickup point.
- 3.8 Never pickup or discharge students at places other than the designated bus stops. In the event that a driver feels that for reasons of safety a bus stop should be relocated, they must inform the operator who in turn will notify the Transportation Department prior to changes being made.
- 3.9 Be responsible for maintaining order on the bus. Improper conduct of students shall be reported to the School Principal and the Transportation Department.
- 3.10 Have authority to assign a specific seat to a disruptive student.
- 3.11 Under no circumstances punish a student. That responsibility rests with the Principal of the school.
- 3.12 The driver will not discuss any possible changes to the bus routes or stops with any parent. Nor will the driver indicate to the parent that they will be willing to change the bus route, provided the parent gets approval from the Transportation Department.

3. **THE BUS DRIVER SHALL:** (Continued)

- 3.13 Should the bus break down or be delayed, report at once to his immediate superior who will ensure that the Transportation Department and the principal(s) of the school(s) concerned is/are notified as soon as possible.
- 3.14 The school should be informed as soon as possible of any emergency that occurs on the bus. The Principal of his designate will assume responsibility for contacting parents.
- 3.15 In the event of an accident involving a school bus:
- a) Check first for injuries to any of the passengers and attend to those who require assistance.
 - b) Telephone appropriate authorities.
 - c) Report immediately to their immediate supervisor who in turn will report to the Principal of the school and the Transportation Department.
 - d) Fill out an accident report.

4. PARENT INFORMATION

The safe transportation of all our children must be a cooperative effort. Please be aware of the items listed below:

1. Regardless of the distance from the students home to the bus pickup point, parents are asked to cooperate and ensure that their child/children be at the bus pickup point at least five minutes prior to the scheduled pickup time.
2. Ensure that students are aware of the proper code of conduct while riding on the bus, boarding and disembarking from the bus as well as behaviour while waiting for the bus. Please inform your child/children that they must refrain from running around on private property while waiting for their school bus.
3. It is important to note, that in the case of Early Childhood or Kindergarten students, parents should be prepared to accompany the child or wait for the child at the bus stop point. This should apply not only to the regular am/pm busing but to the Early Childhood and Kindergarten Noon Hour Transportation as well.
4. Permission will not be granted to student's requesting special arrangements - transportation to birthday parties - private visits to other children's homes after school hours.
5. Transportation to and from Daycare Centres/private homecare will be granted only under the following conditions, if;
 - a) Written notice is given by the parent/guardian to the Principal of the school who in turn will provide a copy for the Transportation Department.
 - b) Such address is within the Transporting Zone of that school; and
 - c) The address of pick-up and return is the same on each school day.
6. Parents should not attempt to make special arrangements with the bus driver for the pickup or dropoff of their child/children at stops other than that approved by the Board.

4. PARENT INFORMATION - (Continued)

During the course of a year, telephone calls are received by the Transportation Department from citizens voicing complaints about the conduct of our students while waiting at bus stops located at or near their property. Some of the complaints are as follows:

- (a) students running on lawns, gardens or through hedges.
- (b) students making too much noise while waiting for the bus.
- (c) students standing too close to the driveway while owners are trying to back their cars out and have expressed concerns for the safety of the children.
- (d) students tossing trash on private property.
- (e) using inappropriate language.

The Transportation Department makes every attempt to locate bus stops at points which are convenient and which best serve a number of children. However, when as a result of concerns received it becomes necessary to relocate a bus stop to another area, some students may find that they must walk a further distance to a new bus stop.

The Board must rely on the good conduct and the best behaviour of all students and respectfully request the support of all parents and guardians. Please discuss this matter with your child/children and stress to them the importance of proper conduct while waiting for the bus. The rule is simple - respect and treat all people and property as you would have them respect you and yours.

5. INCLEMENT WEATHER AND/OR ROAD CONDITIONS

CANCELLATION/DELAY OF SERVICE

The good judgement of parents, in consideration of local conditions is important to the decision to send children to school.

Unless specifically stated, all schools will remain open even though transportation service is cancelled due to inclement weather.

The decision to withdraw school bus service will be made by the Transportation Administrator based on data provided by the Weather Office, School Bus Operators or Regional Police.

If buses DO NOT operate in the morning due to extreme weather and/or road conditions and parents elect to transport their child/children themselves in the morning, they should be aware that they are also responsible for transporting the child/children home at the end of the school day.

A clear understanding of procedures and expectations is necessary to ensure maximum safety and supervision of each student.

RADIO NOTIFICATION

Notification of such decision will be communicated by the Transportation Administrator or his/her designate to the Radio Stations.

Announcements will begin approximately at 7:00 a.m. and will continue until 9:00 a.m. Announcements will identify the Zones where service will not operate for that day.

Routes contracted by our Board, will be the sole responsibility of the Hamilton-Wentworth Roman Catholic Separate School Board and notification will be made as stated above.

Appendix 2c
Transportation Policy - Wentworth

TRANSPORTATION

POLICY STATEMENT

The Wentworth County Board of Education believes that there are conditions which warrant provision of some type of transportation for pupils. It is, therefore, the intention of this Board to provide transportation for those pupils who, because of lack of public transportation, distance from school, hazardous walking conditions, physical disabilities or other handicaps, would suffer undue hardship as a result of travelling to and from school on foot.

The Board delegates the authority for the implementation of this policy through the Director of Education to the Superintendent of Business & Finance and the Manager of Transportation and Planning.

ADMINISTRATIVE REGULATIONS:

Refer to the accompanying regulations when applying Board Policy on student transportation.

TRANSPORTATION REGULATIONS
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AUTHORITY AND RESPONSIBILITY

THE MINISTRY OF EDUCATION:

Authority for Boards of Education to transport students and the conditions under which students are to be transported to receive grants to offset the costs of transportation are contained in the Education Act (1980), its regulations and amendments.

THE MINISTRY OF TRANSPORTATION:

Regulations governing pupil safety, licensing, maintenance and inspection of vehicles, and licensing of drivers are the responsibility of the Ministry of Transportation and are contained in the Highway Traffic Act and the Public Motor Vehicles Act.

THE WENTWORTH COUNTY BOARD OF EDUCATION:

It is the intent of this Board to comply with the letter and spirit of those sections of the Education Act that pertain to the transportation of pupils. Although the Education Act places no mandatory responsibility on the Board for such transportation, it does indicate that a Board "may" provide transportation for pupils under various circumstances specified in section 190 of the Education Act. This section, along with section 21 and the Ontario Ministry of Education Form 21-0894 (Revised 06/93) (Instructions re Transportation) shall govern any questions not covered by specific declarations of policy herein.

In order to provide opportunities for all students in Wentworth County and to make the most efficient use of existing school facilities, the Board has accepted the responsibility for providing transportation within the terms of the Education Act and as outlined in the following Policy and Regulations.

The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure that all vehicles transporting students are operated and maintained in accordance with the Highway Traffic Act, the Public Vehicles Act and this Policy. The Board will encourage the co-ordination of safety programs provided by Provincial and Local Police, and follow-up programs in the schools.

The Board will delegate the authority for the implementation of this policy through the Director of Education to the Superintendent of Business and Finance and the Manager of Transportation and Planning.

THE DIRECTOR OF EDUCATION:

The Director of Education is the Chief Executive Officer of the Board and is responsible for the implementation of policies and procedures formulated by the Board of Education for the supervision of personnel.

THE SUPERINTENDENT OF BUSINESS AND FINANCE:

The Superintendent of Business and Finance is the Supervisory Officer responsible to the Board, through the Director, for:

1. Supervision of the Transportation Office.
2. Developing and administering the Transportation budget.
3. Submission of the Transportation Grant Applications to the Ministry of Education.
4. Co-ordinating contract negotiations with the carriers.

THE MANAGER OF TRANSPORTATION AND PLANNING

The Manager of Transportation and Planning is responsible for:

1. The co-ordination of the day-to-day operation of the Board's transportation system.
2. Planning, producing and reviewing routes and schedules in conjunction with the Principals and Board carriers.
3. Investigating all complaints in respect to transportation or lack of transportation.
4. Approving all transportation requests that conform to the Board's Transportation Policy.
5. Advising the Superintendent of Business and Finance of requests that do not conform to Board Policy.
6. Approving current transportation expenditures.
7. Co-ordinating and consulting with Superintendents of Schools any adjustments or cancellations of bus service that are required prior to the commencement of classes because of inclement weather, or other emergencies.
8. Co-ordinating the notification of the carriers, traffic officers and radio stations in respect to a school closure or early dismissal.
9. Carrying out such other duties as required in the application of the Board's Transportation Policy and Regulations.
10. Assisting in other matters as determined by the Superintendent of Business and Finance.

ELIGIBILITY FOR TRANSPORTATION SERVICES

It is a policy that The Wentworth County Board of Education may provide transportation to and from their assigned schools, for students whenever such transportation is warranted due to one or more factors such as distance from the home to the school, traffic hazards or other safety hazards, the needs of pupils who for physical, or other handicaps require special transportation (other than that normally provided by the Board). Transportation is a privilege and not a right, and may be revoked at the Board's discretion. Throughout this policy, kindergarten refers to both junior and senior kindergarten.

1. In consideration of Section 21 (Appendix 1) of the Education Act, The Wentworth County Board of Education may provide the following transportation services to students who reside beyond:
 - a) 1.6 km (1 mile) for students in Kindergarten & Grade 1
 - b) 3.2 km (2 miles) for students in Grades 2 to 6
 - c) 4.8 km (3 miles) for students in Grades 7 to 12/OAC
- 2a. Kindergarten Pupils:
 - 1) Kindergarten pupils may be transported to and from classes where the distance is considered too great or the route too hazardous.
 - 2) Transportation to the morning classes and return from the afternoon classes is to be on the regular buses.
 - 3) Kindergarten pupils are expected to share central bus stops with students in other grades (no door to door service).
- 2b. In Rural Areas:
 - 1) Where possible, no students will be required to walk more than 3.2 km (2 miles) from their home gates to a pick-up point.
 - 2) Where houses are closely grouped together, students will be required to meet at a central pick-up point.
3. Any child who has physical or other exceptionalities and therefore requires special transportation, other than that normally provided, for whom the Board has medical certification that such transportation is required, may have direct transportation to and from school, subject to the recommendation of the Manager of Transportation & Planning and approval of the Executive Council.

Where possible, transportation for special education students is to be integrated with regular transportation. Transportation for pupils attending schools for the Trainable Retarded is not to be integrated into the regular transportation system except under special circumstances.

4. Students permitted by the appropriate Superintendent of Schools, to attend a school other than their designated school, may be offered transportation on regular school buses where current service and seats are available. Approval for transportation will not be granted beyond the end of the current academic year. Further, the Board makes no guarantee of continuity of service.

Access to special education vehicles transporting exceptional pupils will only be granted with the approval of the Business Management Committee.

5. Parent volunteers carrying written authorization from the principal are permitted to ride the bus to and from school where there is room on the bus.
7. Transportation for students attending a cooperative education work placement may be offered on regular school buses where current service and seats are available.

SERVICES TO BE PROVIDED

The Board will provide transportation to eligible students where appropriate using contracted vehicles or through services provided by public transit. Service provided by the Board will be in accordance with the following conditions of minimum service.

1. Pick-up and Delivery Times (where practical):
 - a) No student in Kindergarten or Grade 1 to 6 will be picked up more than one hour and fifteen minutes before the commencement of classes.
 - b) No student in Grades 7 to 13 will be picked up prior to one and a half hours before the commencement of classes.
2. Length of Time on the Bus (where practical):
 - a) No student in Kindergarten or Grade 1 to 6 will be expected to spend more than 45 minutes on the bus each way.
 - b) No student in Grades 7 to 13 will be expected to spend more than 60 minutes on the bus each way.
3. Transfers (where practical):
 - a) No student will ride on more than two buses while travelling either to or from school.
 - b) No elementary student will be discharged from a bus at a bus transfer point off school property until the bus onto which he is to transfer, has arrived.
4. Combination of Routes:

Secondary and Elementary School students may be transported on the same bus.
5. Exceptional Pupils:

Students who are physically or otherwise exceptional, will receive special attention from the driver, school principal and the Transportation Office.
6. Maximum Number of Students Transported on a Bus:

The Board will schedule service to provide a seat for all students that are expected to travel by school bus. Each vehicle is legally entitled to transport 72 students but a maximum of 48 senior public (7 & 8) or secondary (9 through OAC) will be scheduled for any one bus where practical.

7. Service Changes:

- a) Route Modification: An advance notice of two weeks will be given to parents/guardians and principals outlining the change and/or the revised bus schedule.
- b) Route Elimination or Significant Route Alteration:
 - 1. Parents/guardians and principals will receive a letter three weeks prior to discussion by the Business Management Committee outlining any proposal to eliminate or significantly alter transportation service.
 - 2. An administrative report detailing the recommendation for service elimination or significant route alteration will be submitted to the Business Management Committee for review. A copy of any letter submitted by concerned parents/guardians will be included with the report.
 - 3. If the Board supports the elimination or significant alteration of transportation service, a letter outlining the resolution will be forwarded to the parents/guardians, principal, and carrier a minimum of thirty days prior to the elimination of service.
 - 4. Any letter from a concerned parent or guardian received after the Board resolution is approved will be submitted as an information item to the Business Management Committee for further review as warranted.

8. Exceptional & Special Students:

- a) Transportation on vehicles other than regular buses will be provided for:
 - (i) Students who are placed by Board staff in a school program outside of their normal catchment area and for whom regular transportation is not available.
 - (ii) Students who meet eligibility requirements but are unable to use regular transportation as a result of a permanent physical condition where validated by a medical certificate.
- b) School Principal Responsibility - Internal Placements:
 - 1. For transportation to begin during the school year, the sending Principal shall forward a "Request for Exceptional & Special Transportation" form (Appendix 6) to the Transportation Department. A medical certificate must be attached to the request for any student transported as a result of a physical problem.
 - 2. For transportation to begin at the start of the school year, the sending Principal shall forward a "Request for Exceptional & Special Transportation" form (Appendix 6) to the Transportation Department no later than June 30. Request forms must be completed for students who are returning to the school the following year. A medical certificate must be attached to the request for any student transported as a result of a physical problem.
- c) Program Services Staff Responsibility - External Placements:

For students requiring transportation to an elementary or secondary placement outside of Wentworth County, Program Services staff will be required to complete a "Tuition Fee Application - Exceptional Pupil" form (Appendix 7). This form must be received by the Finance Department no later than May 31 for transportation to begin at the start of the next school year.
- d) Transportation Department Responsibility:
 - 1. The Manager of Transportation & Planning shall review all requests for transportation for internal placements and forward a recommendation to Executive Council.
 - 2. The Manager of Transportation & Planning shall convey the decision of Executive Council to the Principal.
 - 3. The Manager of Transportation & Planning shall arrange transportation for all approved external exceptional placements.

PRINCIPALS

"Every student is responsible to the principal for his/her conduct on the school premises or while travelling in a school bus that is owned by or under contract to the Board." (From Ontario Regulation 262/1988 Sec. 23 (4) (c).

The Principal of a school (or his/her designate), where a transfer point exists, is responsible for the supervision of students while boarding, disembarking, or waiting for a school bus. Problems of discipline on school buses and at transfer points will be handled with the co-operation of the principals involved, and where necessary, in consultation with parents.

A PRINCIPAL SHALL:

1. Make provision for the loading and unloading of the school buses on school property and ensure that those procedures are safely followed.
2. Assist the Transportation Office in obtaining data on students transported to his/her school.
3. Where feasible, in conjunction with the school bus operators and drivers, help to establish and maintain an elementary school bus safety patrol program, in accordance with the Regional Police Safety Division.
4. On receipt of a "Bus Driver's Report to Principal" Student Misconduct Report (Appendix 2) and after consultation with the driver, take whatever measures deemed necessary in regard to the student(s) including the withdrawal of transportation privileges. It is important that parents be informed of a student's misconduct on buses and the resulting disciplinary measures taken and that the driver be notified. If the student's privilege of riding the bus is withdrawn the parents should be informed at once by telephone and subsequently by letter. At the discretion of the principal, the Student Misconduct Report and the letter to the parents may be placed in the student's O.S.R. folder.
5. Ensure that appropriate staff members are familiar with procedures relating to school-initiated activities requiring transportation and the Code of Conduct for Students.
6.
 - a) On parental request or approval, provide the driver with a list of those students who have health problems which may affect them while they are riding on the bus.
 - b) Be responsible for any special attention required by students who are physically, or otherwise exceptional; and see that they are placed aboard the proper bus to return home after the school day is completed.
 - c) Advise the driver of children who must not be permitted to leave the bus unless met by an adult, and what to do in the event that there is no adult at the usual delivery point.
7. Ensure that students registering for the first time receive a copy of the appropriate sections of the Board's Transportation Policy and Regulations, and at the beginning of each subsequent school year a copy of the "Code of Conduct for Students" (Appendix 3). The signed portion of the Code of Conduct is to be retained by the principal.
8. Ensure that as early as possible in September, instruction in appropriate safety practices and evacuation procedures is provided for teachers and students and that they are aware of the Code of Conduct for Students.
9.
 - a) In November of each year and for all new registrations, inform all bused students and their parents of the Inclement Weather Policies and Procedures appropriate to their areas.
 - b) For all new registrations, issue the bus routings pertinent to each school, as provided by the Transportation Office.
10. Make provision for such emergency situations as may develop in the event that the last regular bus of the day should develop problems or have to return to the school.

PARENTS

Wherever the word "parents" occurs in this policy, the term "guardians" may be substituted where applicable.

INFORMATION TO PARENTS:

1. Parents must share with the Board the responsibility for students' safety and their conduct. This includes familiarizing your child with the Code of Conduct for Students on school buses and proper procedures to be followed when either boarding or alighting from the bus. Although students are responsible for their own safety in the absence of parents, nevertheless, parents are responsible for the safety and conduct of their children at bus pick up points until the children board the bus, and when they leave the bus on their return home.
2. Parents should be familiar with the "Code of Conduct for Students on School Buses." It will be distributed to parents, through the students, at the beginning of each school year.

STUDENTS

INFORMATION TO STUDENTS:

1. It is expected that every student will behave responsibly, not only while travelling on a school bus, but at pick-up, transfer and drop-off points as well. These are essentially extensions of the school the student attends. While being transported every student is responsible to the principal for his or her conduct.
2. The bus driver is authorized by the principal to supervise the conduct of the students on a school bus and the driver may be assisted by student bus patrols appointed by the principal. Regardless of age, every student will co-operate with and assist the patrols in carrying out their duties. The responsibility for compensation for any damage or destruction of Board property by a student rests with the student and the parent. This also applies to school buses.
3. Every student will receive a copy of the "Code of Conduct for Students on School Buses" and should familiarize themselves with the policy and abide by the regulations.

The "Code of Conduct for Students on School Buses" will be reviewed and approved on an annual basis.

CARRIER

THE CARRIER SHALL:

1. Operate vehicles for the transportation of students which qualify at all times under the Public Vehicles Act and the Ministry of Transportation School Purposes Vehicles Inspection Legislation.
2. Understand that the Board, or its representatives, reserves the right to call in an independent mechanic or the Ministry of Transportation at any time to complete a Safety Standard Certificate on any vehicle being used on routes under contract to this Board. If the vehicle passes inspection, the Board will pay the cost of the inspection.
3. Comply with all aspects of Board policy.
4. Ensure that all vehicles used to transport Board students on any Board initiated out-of-school activity, comply with all aspects of Board policies and regulations.
5. Offer at least one safety program annually and ensure that all drivers participate; encourage all drivers to participate in such in-service workshops in group control as may be offered by the Board.

6. Ensure that buses which meet CSA - D250 - M1985 School Bus Standards when purchased, continue to maintain these standards.
7. Ensure that the correct route numbers are prominently displayed in the side window of each bus.
8. Notify the School and the Transportation Office if unable to adhere to the regular schedule.
9. Inform the Transportation Office immediately of any accident which occurs while pupils are being transported. A written report must be submitted to the Transportation Office within 24 hours.
10. Post the emergency telephone number 911 at the front of the bus.
11. Instruct all drivers that no alcoholic beverage may be consumed during a period of seven (7) hours prior to or while driving a school bus, and that smoking is not allowed on a school bus.
12. Co-operate with the principal in developing loading and unloading procedures that are appropriate to the school.
13. Instruct their drivers that they must wear a seat belt at all times while driving a school bus.
14. Instruct their drivers to stop at all railway crossings.
15. Ensure that all buses transporting students who are physically or otherwise exceptional are equipped with the proper passenger restraint devices (seat belts, wheelchair harnesses, etc.)
16. Ensure that all routes are operated as designed by the Transportation Office.
17. Provide or arrange transportation for students to their final destinations when they have missed transfer connections because of a delay beyond their control.
18. Assist the Transportation Office in maintaining data on students transported to their school.
19. Notify the principal of the school(s) involved if there is any change in routing.
20. File with the Transportation Office:
 - a) a list of buses to be used in providing service stating make, model number and year of manufacture, prior to September 1st of each year of the Agreement.
 - b) a list of drivers, and number of their driver's licence, prior to the first school day of each year of the Agreement. All buses transporting students on regular school routes, or field trips, shall have a fully qualified bus driver, who holds either a valid class "B", class "C" or class "E" licence as required, and is at least 21 years of age. Drivers who have/had a health problem of a nature that might affect their driving ability shall present a medical certificate to the bus contractor before returning to work.
 - c) the employees' Workers' Compensation Board numbers.
21. Instruct drivers that they must not pick up or discharge students in the vicinity of a signal traffic light control system except where the buses' flashing lights can be legally and effectively operated.
22. Require drivers to complete a basic first aid course within one year of being hired to drive.

DRIVER

Drivers operating buses in the service of the Board are expected to be considerate and courteous to other motorists and will follow the safe driving habits outlined in the Manual for School Bus Operations, be guided by the Highway Traffic Act and safety suggestions, use common sense and ensure that the rules of the road are applied at all times.

It is the responsibility of the driver to maintain control over the pupils on the bus at all times. The principal or a designate should make provisions for such emergency situations as may develop in the event that the last regular bus of the day should develop problems or have to return to the school.

IN ADDITION, A SCHOOL BUS DRIVER SHALL:

1. Not pick up and discharge students in the vicinity of a signal light traffic control system except where the bus's flashing lights can be legally and effectively operated.
2. Be licensed by the Ministry of Transportation for Ontario and provide proof of same to the carrier, annually and on change or renewal.
3. Discharge a student only at the student's regular stop, as designated by the Carrier and the Transportation Office. Any exceptions on a regular basis must be registered with the Principal's office. Occasional exceptions for elementary students may be made only if the student presents a note from his or her parents or his or her teacher that is countersigned by the principal. No student, elementary or secondary, is to be discharged at other than a designated stop.
4.
 - a) When a teacher is present -
that teacher is responsible for student discipline and is required to maintain an atmosphere comparable to that maintained in the classroom. When a student behaves in a manner which affects the safety of the bus, the driver will stop the bus at a safe location and consult with the teacher on what steps might be taken to eliminate the hazard. It may be necessary that, for the safety of all, they should return to the school.
 - b) When no teacher is present -
and when a student behaves in a manner which affects the safety of the bus, the driver will stop the bus at a suitable location and advise the student(s) concerned that, in the interest of safety for all, this unacceptable behaviour must stop. The driver at the same time shall advise that if the problem is not resolved, the driver will, where appropriate, return to the school and inform the principal. It shall not be necessary for the driver to repeat this caution. If a student continues to misbehave the driver shall inform the principal as soon as is practical and submit a "Bus Driver's Report to Principal" (Student Misconduct Report) within 24 hours.
5. Where applicable
 - ensure that exceptional pupils and trainable mentally retarded students are properly seated at all times when the bus is in motion.
 - ensure that each trainable mentally retarded student is delivered into the care of a responsible adult. In the event that a responsible adult is not available the student should not be left. The driver shall report to one of the following immediately: the school; the carrier; the Transportation Office.
6. Refrain from consuming any alcoholic beverage during a period of seven (7) hours prior to, or while driving, a school bus.
7. Not smoke nor allow smoking on a school bus when transporting students on a regular or on charter trips.
8. Where bus patrols are on duty the driver should be fully aware of the duties and limitations of patrols.
9. The driver shall not physically discipline a student.

TRANSPORTING EQUIPMENT ON BUSES

1. The Wentworth County Board of Education has established certain conditions governing the transporting of some specific items:
 - a) Skates
Skate blades shall be covered by guards, tied together and carried in a bag. The skates shall be placed on the floor of the bus at the student's feet, unless the driver states they are to be placed elsewhere.
 - b) Skis and Poles
Skis and ski poles may be transported on school buses provided they are stored in a safe and secure place on the buses to be determined by the driver/carrier.
 - c) Hockey Equipment
With the exception of hockey sticks, no hockey equipment shall be transported to and from school on a bus without the special permission of the principal and the driver unless that bus is equipped with suitable storage space. Hockey sticks may be taken to school on Mondays and returned on Fridays provided that they are stored in a safe and secure place, to be determined by the driver.
 - d) Musical Instruments
Musical instruments may be transported in cases only, and shall be kept on the student's lap, while the student is on the bus. Large musical instruments are to be stored in an area determined by the driver.
 - e) Curling Brooms
Bristles on curling brooms must be covered.
 - f) Firearms
Firearms or anything of a dangerous nature are forbidden.
2. The decision whether or not to transport other items of equipment or objects to and from schools for use in programs currently in operation or in programs being planned for the future, will be determined in advance co-operatively by the principal and the school bus operator concerned.

TRANSPORTING OF STUDENTS FOR SCHOOL-INITIATED ACTIVITIES

1. School-initiated activities include:
 - a) Activities that are planned as a part of school curriculum and held in school hours.
 - b) Activities that are planned as an addendum to the regular curriculum and are held beyond regular school hours.
 - c) Extra-curricular activities planned as a part of a school's total program or using the school name.
2.
 - a) The principal may use either a volunteered vehicle, a regular school bus or a chartered bus, subject to #20. (b) Carrier, Page 10.
 - b) Trips must be authorized and approved by the Principal or his designate, subject to the following conditions:
 - drivers of volunteered vehicles are required to complete "Volunteer Driver/Vehicle" form (Appendix 4) before approval will be given to transport Board students.
 - record of trip must be filed in School Office and Board Office i.e. destination of trip, name of driver, name of students riding in automobile.
 - rental of automobiles from leasing companies must be leased in the name of The Wentworth County Board of Education.
3. The following procedures shall apply to all trips pertaining to school-initiated activities:
 - a) If a teacher is on a bus, that teacher is responsible for pupil behaviour on the bus. The parent is ultimately responsible for the behaviour of his or her child.
 - b) Students are to know the "Code of Conduct for Students" and be aware they are to follow the code.
 - c) Adults with an excursion will offer all possible help to the driver in an attempt to make the trip as safe as possible.
 - d) Adults in charge should each have a list clearly indicating the students present for the trip. The school office should be notified of absentees before the excursion group leaves the school. Students must be checked each time they enter the bus.
 - e) All passengers must be aware of emergency leaving procedures. Students seated nearest the point of

- danger are to leave first. The rest should follow seat by seat in sequential order.
- f) If possible, front and rear seats should remain unoccupied.
 - g) Where appropriate, emergency monitors (two or three) will be appointed in case of an accident. They should know the location of the emergency exits, be responsible to call for help, and be prepared to assist students to leave the bus by emergency exits, if it is necessary.
 - h) While standees are not prohibited on the bus, the Board prefers to keep the number of standees to a minimum.
 - i) Non-essential baggage must not be carried by students.
 - j) Should a student become ill while on an excursion, the supervising teacher assisted by any other adults on the excursion, should make the necessary arrangements to care for the student. This may mean that the excursion will have to return to the school ahead of schedule. As soon as possible, in any event, the school should be informed. The principal will assume responsibility for contacting the parents.
 - k) There will be no smoking on the bus.

SCHOOL SAFETY PATROLS

The Board supports the concept of School Safety Patrols - (Both Foot Patrols and Bus Patrols).

1. The principals of elementary schools may select pupils to act as school safety patrols.
2. Consent of the parents must be obtained in writing.
3. The pupils selected for Bus Patrols shall be mutually acceptable to the Principal, the Bus Driver and Safety Officer. Such pupils shall be from the upper grades and live near or at the end of the bus route.
4. The function of the bus patrol is to assist the driver by reminding pupils of the school bus safety rules, and, where requested by the driver, the patrol may assist students to cross the road.
5.
 - a) If a School Safety Patrol is to be operated, a training program for the members must be carried out in conjunction with the Traffic Safety Officer before these pupils assume their duties.
 - b) Every effort should be made to ensure that the Hamilton-Wentworth Regional Police are aware of any problems in the existing situation with respect to patrols.
 - c) Every effort should be made to ensure that the Board is made aware of any new Patrols and any changes in the existing Patrols for insurance purposes.
 - d) No School Safety Patrol should be removed or reduced in numbers from a designated duty without written recommendation from the Traffic Safety Officer to the appropriate Superintendent of Schools.

PROCEDURES DURING INCLEMENT WEATHER OR OTHER EMERGENCIES AND EXTREME FOG CONDITIONS

Principals shall establish procedures to be followed during periods of inclement weather and other emergencies. The procedures are to be outlined in a memorandum and posted in the school and shall be reviewed with the staff from time to time.

In addition to any general or special procedures dealing with individual situations or schools that may be noted in the memorandum, the memorandum shall include:

- a designated chain of command in the event the principal is absent.
- a copy of the Annual Memorandum from Superintendent of Schools addressed to the principal and designating KEY SCHOOLS and their responsibility in communications.
- a specific reference to the method and arrangements to be used to notify the parents and students of the procedures to be followed during periods of inclement weather and other emergencies.

Where it becomes necessary to consider either closing or not opening a school(s) or arranging an early dismissal because of:

- health or safety hazards involving either the students, or the staff
- inclement weather or extreme fog, to avoid tying up phone lines, fan out procedure to prevail

Principals are to consult the appropriate Superintendent of Schools.

1. SNOW DAY:

- a) In the event that no carriers run, all facilities operated by the Board will be closed automatically. Students and staff will not be expected to make the attempt to get to school/work.
- b) If all carriers serving a school elect to cancel the daily service due to inclement weather, students and staff working that facility will not be expected to make the attempt to get to school.
- c) The decision to temporarily close or to permit early dismissal of a school(s) rests with the Superintendent of Schools.
- d) Where the Superintendent's decision in regard to closing or early dismissal is contingent upon the rescheduling of the school buses, the decision will only be arrived at after discussion with the Manager of Transportation and Planning.
- e) Where the Superintendent decides it is advisable to notify the parents through the services of radio stations of closure or early dismissal, it is the responsibility of the Manager of Transportation and Planning to take the necessary steps to see that the decision is relayed to the appropriate radio stations, and to the co-ordinator for the School Traffic Office, Hamilton-Wentworth Regional Police.

2. FOG DAY:

- a) In the event that an area(s) is blanketed by fog, the carriers may elect to delay transportation by two hours. Delayed transportation will be announced by Block on the local radio stations by 7:00 A.M.
- b) In the event that transportation is delayed by two hours a second announcement will be made at 9.00 A.M. over the local radio stations to declare either:
 - i) Buses have been cancelled for the entire day.
 - ii) Buses will arrive two hours later than the regular scheduled pick-up time.
- c) In the event of fog, all schools will remain open at regular hours for walking students. Students and staff are expected to make every attempt to safely arrive at school.
- d) The decision to close or to permit early dismissal of a school(s) rests with the Superintendent of Schools.
- e) Where the Superintendent's decision in regard to early dismissal is contingent upon the rescheduling of the school buses, the decision will only be arrived at after discussions with the Manager of Transportation and Planning.
- f) Where the Superintendent decides it is advisable to notify the parents through the services of the radio stations, of a two hour delay in transportation and possibly the cancellation of transportation for the entire day, it is the responsibility of the Manager of Transportation and Planning to take the necessary steps to see that the decision is relayed to the appropriate radio stations, and to the co-ordinator for the School Traffic Office, Hamilton-Wentworth Regional Police.

Parents will receive a notice in the Fall of each year, distributed through the students, regarding the cancellation/closure procedures as described in Appendix 5.

APPENDIX 1

Section 190 of the Education Act states that a Board "may" provide transportation for pupils.

Section 21 of the Act, subsection 2(c) states:

A child is excused from attendance at school if,

- c) transportation is not provided by a board for the child and there is no school that the child has a right to attend situated,
 - i) within 1.6 kilometres from the child's residence measured by the nearest road if the child has not attained the age of seven years on or before the first school day in September in the year in question, or
 - ii) within 3.2 kilometres from the child's residence measured by the nearest road if the child has attained the age of seven years but not the age of ten years on or before the first school day in September in the year in question, or
 - iii) within 3.2 kilometres from the child's residence measured by the nearest road if the child has attained the of ten years on or before the first school day in September in the year in question;

APPENDIX 2

THE WENTWORTH COUNTY BOARD OF EDUCATION
BUS DRIVER'S REPORT TO PRINCIPAL

STUDENT'S NAME _____ STUDENT'S SCHOOL _____

THE INCIDENT INVOLVED:

- | | |
|-----------------------|------------------------------|
| a) Littering | e) Fighting, scuffling, etc. |
| b) Damage | f) Abusive or unacceptable |
| c) Smoking | g) Other |
| d) Throwing an object | |

COMMENTS:

Date last report filed by the driver on same student:

Date: _____

Driver's Name.

.....
THIS SECTION FOR PRINCIPAL'S USE ONLY
Principal's record of action taken:

Each bus company is required to supply the bus drivers with a supply of misconduct reports.

Naturally your parents and teachers expect you to behave responsibly at all times. Because your safety depends heavily on your behaviour while travelling on a school bus, it is especially important that you act responsibly not only on the bus but at pick up and transfer points as well. You are accountable to your principal for responsible behaviour while travelling on a school bus and at transfer points. Where school patrols are on duty you must obey members in charge.

If you break the rules and regulations set forth in the Code of Conduct, the privilege of riding the bus may be withdrawn. The driver has been instructed to report to your principal if you break any one of the rules in the Code of Conduct. Failure to identify yourself to the driver may lead to the withdrawal of the privilege of riding the bus. The responsibility for compensation for any damage or destruction of Board property by a student rests with the student and the parent. This also applies to school buses.

On receipt of a report of misconduct, the principal will take appropriate action. If the incident is of a minor nature e.g. one that does not endanger the safe operation of the bus, your parents may be notified. If it is your second offence it will be brought to your parents' attention. Third offenses draw an automatic withdrawal of the privilege of riding the bus. You are advised that serious or repeated misconduct will be recorded and that the report may be placed in your Ontario Student Record file.

YOU MUST:

- a) Be on time at your bus stop; the bus will not wait.
- b) Stand well away from the roadway until the bus is stopped. Board the bus in single file and in an orderly fashion using the handrail.
- c) If the bus has arrived, and it is necessary to cross the road, check for oncoming traffic before walking across the road.
- d) Be picked up and dropped off only at designated stops, and ride the bus assigned.
- e) Keep books, lunch boxes, etc. on your lap and place large sports equipment in the area designated by the driver.
- f) Give priority seating to the younger students on the bus.
- g) Remain seated until the bus comes to a complete stop.
- h) Leave the bus in single file and in an orderly fashion, using the handrail. If your laneway is directly beside the door of the bus continue up your lane. If it is necessary to walk towards the rear of the bus to get to your laneway, remain on the shoulder of the road in line with the door and at a safe distance from the bus (3 paces), until the bus has gone, then continue along the shoulder to your driveway.
- i) If it is necessary to cross the road, line up in single file and when everyone is off, walk along the shoulder for 5 paces, then cross the road in front of the bus while continuing to check for oncoming traffic.

YOU MUST NOT:

- a) Put your arms or head out of the windows.
- b) Throw objects inside of the bus, nor from the bus windows.
- c) Damage the bus nor eat, scuffle, fight or use profanity on the bus.
- d) Distract the driver in any way.
- e) Touch the emergency door or emergency equipment except in cases of emergency.
- f) Smoke on the bus. (Drivers are required to report all offenders)
- g) Carry or transport animals or any object which may be deemed dangerous or objectionable, without the express permission of the principal in consultation with the driver.
- h) Attempt to board or be discharged from a school bus in the immediate vicinity of a signal light traffic control system (red and green stop light). The Highway Traffic Act prohibits the operation of the school bus flashing lights under these circumstances.

PARENTS/GUARDIANS ARE REQUESTED TO BRING DIRECTLY TO THE ATTENTION OF THE APPROPRIATE COMMITTEE OF THE BOARD ANY QUESTIONS OR CONCERNS WITH RESPECT TO THE SAFE OPERATION OF THE SCHOOL BUS

(detach and return this portion)

This portion to be signed by the parent or guardian and returned to the school.

Parents must share with the Board the responsibility for students' safety and their conduct. This includes familiarizing you child with the Code of Conduct and the proper procedures to be followed when either boarding or alighting from the bus. Although students are responsible for their own safety in the absence of parents, nevertheless, parents are responsible for the safety and conduct of their children at bus pickup until the children board the bus, and when they leave the bus on their return home.

I acknowledge that I have read the Code of Conduct.

Signed: _____

(Parent/Guardian)

(Student - Please Print)

(Room Number)

To promote proper behaviour and safety, it may be necessary to use a video-camera for the administration of student conduct on the school bus. The users of this information are the Bus Driver, Principal, Superintendent of Schools and/or Manager of Transportation & Planning. The video will be reviewed by staff and erased after the appropriate action has been taken. Enquiries concerning this collection may be made to the Principal of the school. Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the authorization for the collection of this information is the Education Act.

(1994 03 21)

**THE WENTWORTH COUNTY BOARD OF EDUCATION
TRANSPORTATION OF STUDENTS FOR SCHOOL INITIATED ACTIVITIES
VOLUNTEER DRIVERS - VOLUNTEER VEHICLES**

This form must be completed before any volunteered vehicle may be used to transport students on a school related trip, and must be returned to the teacher in charge of the trip prior to the start of the trip.

IN THE EVENT OF AN ACCIDENT WHILE DRIVING ON BOARD BUSINESS, THE INSURANCE ON THE VEHICLE IS PRIMARY COVERAGE. THE BOARD'S LIABILITY INSURANCE PROVIDES ADDITIONAL PROTECTION FOR VOLUNTEERS BY PROVIDING EXCESS COVERAGE FOR JUDGEMENTS THAT EXCEED THE LIABILITY INSURANCE COVERAGE ON THE VEHICLE TO A COMBINED LIMIT OF \$12,000,000.

Trip Origin: _____

Trip Date: _____

Trip Destination: _____

a) To be completed by students, teachers or adult volunteer drivers

It is understood that I am a licensed non-probationary driver and that my car, license plate number _____, is covered by at least the minimum legal requirements for liability insurance (the Board recommends that drivers carry \$1,000,000 of liability insurance). I am willing to transport students to and from the event listed above. I believe that my vehicle is in safe working order and I also agree to insure that the number of occupants in my vehicle will not exceed the number of seatbelts in my vehicle. I will ensure that my passengers are buckled in at all times. I understand that in the event of an accident, the insurance coverage on the vehicle is primary coverage.

DateSignature of Driver

b) To be completed by car owner (if not the same as above)

This is to certify that _____ (full name of volunteer driver) is authorized to use my private vehicle, license plate number _____ to transport students to and from the event listed above. It is understood that the vehicle is covered by at least the minimum legal requirements for liability insurance (the Board recommends that drivers carry \$1,000,000 of liability insurance) and is considered to be in safe working order. I understand that in the event of an accident, the insurance coverage on the vehicle is primary coverage.

DateSignature of Owner

c) Authorization - to be completed by the Principal or Principal's delegate

The above driver is hereby authorized to use the private vehicle described above to transport students to and from the above activity. The driver/owner of the vehicle has indicated satisfactory licensing and insurance coverage, and authorization has been given on the understanding that the driver will comply with the seating and seatbelt rules, and will operate the vehicle in a safe manner.

DateSignature of Principal/Delegate

Appendix 5a

September 15, 1995

Dear Parent/Guardian:

When schools are closed and buses cancelled due to extreme weather, or buses delayed by two hours as a result of severe fog, details will be announced by the local radio stations. The schools affected will be identified by their Block number.

If the schools in the block within which you reside are closed, your child will not be expected to attend a school which is located in another Block. Similarly, if the schools in the block within which your child attends are closed, your child will not be expected to attend that school. This applies to students attending regular and special placements.

If the school which your child attends is closed for the full day, the announcement will be made on the local radio station by 7:00 a.m. whenever possible. If the school which your child attends is to close early, the announcement will be made by 12:30 p.m. If the buses are delayed in the morning by two hours as a result of severe fog, the announcement will be made by 7:00 a.m. A second announcement will be made at approximately 9:00 a.m. confirming the two hour delay or cancelling bus service for the day. If the normal pick-up time is 7:45 a.m. the bus will arrive at approximately 9:45 a.m. if service has not been cancelled. All schools remain open at the normal times during fog conditions.

No child should wait outside in bad weather if a bus is late. Buses may be delayed upwards of 30 minutes if traffic is moving slowly as a result of foul weather conditions. You are the best judge as to the length of time your child should wait outdoors.

We ask that you as parents/guardians:

- Tell your child what to do if he/she is dismissed from school early.
- Make plans for a neighbour to care for your child if you are not at home.
- Arrange a place near the school with friends or relatives where your child may stay overnight in very bad weather. This is especially important for secondary students who are required to travel longer distances to school.
- Know the Block number in which you reside and the Block number for the school your child attends.

For specific information on closures call: 573-3580.
Do not call the radio station, bus company or Board Office.

Block numbers for the schools, bus companies and radio stations which announce school closures are listed on the reverse side of this letter. Please keep this notice for future reference.

We thank you for your help.

Yours very truly,

THE WENTWORTH COUNTY
BOARD OF EDUCATION

Dennis Webb,
Superintendent of Business
and Finance

/snowfog

Appendix 5b

THE WENTWORTH COUNTY BOARD OF EDUCATION
Block Identification

Block 1

Flamborough Centre
Balaclava
Mary Hopkins
Guy Brown
Waterdown High

Block 2

Millgrove
Spencer Valley
Greensville

Block 3

Beverly Central
Dr. J. Seaton
Sheffield
Queen's Rangers
Lynden
Jerseyville

Block 4

Yorkview
Pleasant Valley
Dundana
Central Public
Central Park
Highland
Parkside
Dundas District

Block 5

Ancaster High
Ancaster Senior
Fessenden
Grange
C.H. Bray
Rousseau

Block 6

Mount Hope
Bell-Stone
Bellmoore
Parkwood
Billy Green
Tapleystown
Mount Albion
Janet Lee

Block 7

Winona
Mountain View
Eastdale
Memorial
Collegiate
Green Acres
R.L. Hyslop
Saltfleet
Orchard Park

Block 8

Glenwood

Bus Companies:

Attridge Transportation, 521-0321
Caledonia Transport, 570-8794
Laidlaw Transit Limited - Ancaster Division, 522-3232
Laidlaw Transit Limited - Cambridge Division, 1-519-623-4995
Sharp Bus Lines Limited, 528-3998
Wills Bus Lines Limited, 545-1515

Radio Stations:

CHML 900
Oldies 1150 / K-Lite FM 102.9
CHAM 820
CIAM 960
CKPC 1380 / 92.1 FM

The Wentworth County Board of Education
Request for Exceptional and Special Transportation

Appendix 6

Student Name:

Address:

Date of Birth:

Parent or Guardian:

Home Telephone:

Business Telephone:

Home School:

Assigned School:

IPRC Code:

Required Information:

Start Date:

Carrier:

Account:

Transportation Department

Recommended Action: Approval _____

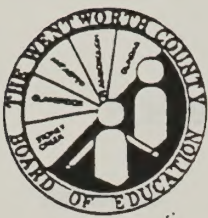
Denial _____

Executive Council Decision -

Transportation Approved: _____

Transportation Denied: _____

Dennis Webb,
Superintendent of Business & Finance



THE WENTWORTH COUNTY BOARD OF EDUCATION
357 Wilson Street East, Ancaster, Ontario L9G 4B7

Appendix 7

TUITION FEE APPLICATION

Student Name: _____ Birth _____
(last name) (first name) Date: _____

Address: _____
(house #) (street name) (apt. #)

(city) (postal code)

Home Telephone Number: _____

Request for Permission to Attend:

School: _____ Board: _____

Program: _____

Grade: _____ Expected _____
Admission Date: _____

Reason for Request: _____

Parent/Guardian/Pupil Signature: _____ Date: _____

BOARD USE ONLY:

Approval:

Tuition Fee Period: _____
(from) (to)

The Wentworth County Board of Education will accept liability for tuition fees in accordance with the Education Act for the student indicated above, subject to continuation of the circumstances stated.

Appropriate Superintendent: _____ Date: _____

Treasurer: _____ Date: _____

TUITION FEE APPLICATION

Instructions

Purpose: The purpose of the Tuition Fee Application form is to document requests, to have The Wentworth County Board of Education accept liability for tuition fees and, where approval is granted, provide for the notification of all appropriate parties. A new form must be completed for each school year.

Procedures:

1. The parent/guardian is required to provide all information requested and forward the form to the Finance Department at The Wentworth County Board of Education. Forms will generally be available from the school that the pupil is requesting permission to attend.

Timing:

- a) For admission to take place at the start of the school year, application forms must be received by the Finance Department no later than May 31st prior to the beginning of the school year.
 - b) For admission to take place during the school year, application forms should be completed and directed to the Finance Department as soon as possible.
2. The Finance Department will check the tax support of the Wentworth County residence and submit the application to the appropriate Superintendent for consideration.
 3. Applications approved by the appropriate Superintendent should be directed to the Treasurer for budget consideration.
 4. Applications should be returned to the Finance Department for distribution. Where an application is approved, a copy of the form will be sent to the school that permission is being requested to attend. A copy of the form will be returned to the parent/guardian if the application is denied.

Appendix 3a
Existing School Hours of Operation - Hamilton

<u>School</u>	<u>Start</u>	<u>Finish</u>
A.M. Cunningham	9:00	3:45
Adelaide Hoodless	9:00	3:25
Allenby	9:00	3:35
Bennetto	9:00	3:30
Buchanan Park	9:00	3:30
Burkholder Drive	8:55	3:10
C.B. Stirling	9:00	3:35
Cardinal Heights	9:00	3:30
Centennial	9:00	3:30
Central	9:00	3:45
Chedoke	9:00	3:00
Dr. J. Edgar Davey	9:00	3:30
Dalewood	8:55	3:40
Earl Kitchener	9:00	3:35
Eastmount Park	9:00	3:40
Elizabeth Bagshaw	9:10	3:20
Fairfield	9:00	3:30
Fernwood Park	9:00	3:40
Franklin Road	9:00	3:45
G.L. Armstrong	9:00	3:30
G.R. Allan	9:00	3:45
Gibson	9:00	3:45
Glen Brae	8:50	3:20
Glen Echo	8:55	3:30
Gordon Price	9:00	3:30
Hampton Heights	9:00	3:30
Helen Detweiler	9:00	3:45
Hess Street	9:00	3:45
Highview	8:40	3:05
Hillcrest	9:05	3:25
Hillsdale	9:00	3:30
Holbrook	8:55	3:30
Huntington Park	9:00	3:45
James MacDonald	8:45	3:30
King George	8:45	3:30
Lake Avenue	9:00	3:30
Lawfield	8:30	3:10
Lincoln Alexander	9:00	3:40
Linden Park	9:00	3:30
Lisgar	9:00	3:45
Lloyd George	8:45	3:15
Memorial	9:00	3:35
Mountview	9:00	3:30
Norwood Park	9:00	3:30
Parkdale	9:00	3:30

Appendix 3a (cont.)
Existing School Hours of Operation - Hamilton

<u>School</u>	<u>Start</u>	<u>Finish</u>
Pauline Johnson	9:00	3:30
Peace Memorial	9:00	3:30
Prince of Wales	9:00	3:30
Prince Philip	9:00	3:40
Queen Mary	9:00	3:35
Queen Mary/Briarwood	8:55	3:30
Queen Victoria	9:00	3:30
Queensdale	8:55	3:30
R.A. Riddell	9:00	3:30
Red Hill	8:45	3:10
Richard Beasley	9:00	3:30
Ridgemount	9:00	3:30
Robert Land	8:55	3:45
Rosedale	9:00	3:30
Roxborough Park	9:00	3:30
Ryckmans Corners	9:00	3:30
Ryerson	9:00	3:35
Sanford	9:00	3:45
Seneca	9:00	3:30
Sherwood Heights	9:00	3:40
Sir Isaac Brock	9:00	3:35
Sir Wilfred Laurier	9:00	3:35
Stinson Street	9:00	3:30
Strathcona	9:00	3:30
Thornbrae	9:00	3:40
Tweedsmuir	8:55	3:15
Vern Ames	9:00	3:40
Viscount Montgomery	9:00	3:40
W.H. Ballard	9:00	3:35
Westview	8:55	3:30
Westwood	9:00	3:30
Woodward	9:00	3:30

Appendix 3b
Existing School Hours of Operation - Hamilton-Wentworth RCSS

<u>School</u>	<u>Start</u>	<u>Finish</u>
Assumption	8:50	3:30
Blessed Kateri	8:30	3:00
Blessed Sacrament	8:50	3:25
Canadian Martyrs'	8:50	3:20
Christ the King	8:45	3:15
Corpus Christi	8:50	3:15
Holy Family	8:40	3:10
Holy Name	8:45	3:15
Holy Spirit	8:45	3:10
Immaculate Heart	9:00	3:30
Monseigneur de Laval	8:45	3:15
Notre Dame	8:50	3:25
Our Lady of Lourdes	8:30	3:00
Our Lady Mount Carmel	8:35	3:05
Our Lady of Peace	8:45	3:15
Regina Mundi	8:45	3:15
Sacred Heart	8:45	3:15
St. Agnes	8:50	3:25
St. Ann (Ancaster)	8:40	3:10
St. Ann (Hamilton)	8:50	3:25
St. Anthony	8:55	3:30
St. Augustine	9:00	3:25
St. Bernadette	8:30	3:00
St. Bernard	8:55	3:30
St. Brigid	8:50	3:30
St. Catherine	8:45	3:20
St. Cecilia	8:45	3:15
St. Christopher	8:50	3:20
St. Clare	8:45	3:15
St. Columba	8:45	3:30
St. Daniel - Anson	8:45	3:15
St. David	8:50	3:20
St. Eugene	8:45	3:15
St. Francis	8:55	3:20
St. Helen	8:55	3:20
St. James	8:35	3:00
St. Jerome	8:50	3:25
St. Joachim	9:00	3:35
St. John	9:00	3:25
St. Joan of Arc	8:45	3:20
St. Joseph	8:45	3:25
St. Lawrence	8:45	3:20
St. Luke	8:45	3:25
St. Margaret Mary	8:55	3:25
Marguerite D'Youville	8:45	3:10

Appendix 3b (cont.)
Existing School Hours of Operation - Hamilton-Wentworth RCSS

<u>School</u>	<u>Start</u>	<u>Finish</u>
St. Martin	8:40	3:15
St. Mary's	8:50	3:20
St. Michael	9:00	3:15
St. Patrick	8:45	3:30
St. Paul	9:00	3:30
Sts. Peter and Paul	8:45	3:15
St. Teresa	8:45	3:15
St. Thomas (Waterdown)	8:50	3:15
St. Vincent	8:50	3:20
Bishop Ryan	8:30	2:45
Cardinal Newman East	8:25	2:50
Cardinal Newman West	8:25	2:50
Cathedral West	8:45	3:14
Cathedral East	8:45	3:14
St. Jean De Brebeuf	8:30	2:45
St. Mary	8:30	2:50
St. Thomas More	8:20	2:50

Appendix 3c
Existing School Hours of Operation - Wentworth

<u>School</u>	<u>Start</u>	<u>Finish</u>
Ancaster Senior	8:25	2:55
Balaclava	8:35	3:30
Bell-Stone	8:40	3:35
Bellmoore	8:30	3:15
Beverly Central	8:35	3:25
Billy Green	8:40	3:30
C.H. Bray	8:55	3:45
Central Park	8:50	3:40
Central Public	8:45	3:35
Colleigate	8:35	3:30
Dr. J. Seaton	8:45	3:05
Dundana	8:40	3:35
Dundas District	8:15	3:00
Eastdale	8:35	3:25
Fessenden	8:25	3:25
Flamborough Centre	8:12	2:40
Grange	8:55	3:35
Green Acres	8:55	3:40
Greensville	8:40	3:35
Guy Brown	8:40	3:25
Janet Lee	8:15	3:03
Jerseyville	8:35	3:15
Lynden	8:35	3:30
Mary Hopkins	8:35	3:25
Memorial	8:30	3:30
Millgrove	8:40	3:30
Mount Albion	8:30	3:25
Mount Hope	8:35	3:25
Mountain View	8:40	3:20
Parkwood	8:35	3:30
Pleasant Valley	8:45	3:35
Queen's Rangers	8:45	3:40
R.L. Hyslop	8:50	3:30
Rousseau	8:40	3:30
Sheffield	8:45	3:05
Spencer Valley	8:40	3:00
Tapleytown	8:45	3:30
Winona	8:00	2:40
Yorkview	8:25	3:30
Ancaster High	8:25	2:55
Highland	8:20	3:15
Orchard Park	8:50	3:06
Parkside	8:20	3:15
Saltfleet	8:45	3:20
Waterdown	8:12	2:42

Appendix 4
Edulog User Group

1. Carleton Board of Education
2. Dufferin-Peel RCSS Board
3. Peel Board of Education
4. Essex County Board of Education
5. Essex County RCSS Board
6. Fort Frances-Rainy River Board of Education
7. Fort Frances-Rainy River and District RCSS Board
8. Halton Board of Education
9. Halton RCSS Board
10. Board of Education for the City of London
11. Ottawa Board of Education
12. Ottawa RCSS Board
13. Simcoe County Board of Education
14. Simcoe County RCSS Board
15. Waterloo County Board of Education
16. Elgin County Board of Education
17. Hamilton Board of Education
18. Hamilton-Wentworth RCSS Board
19. Metro Toronto RCSS Board
20. North York Board of Education

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